

City of Falls Church – Summary of COVID-19 action documents

City of Falls Church Incident Command Chart

- Set this up following NIMS framework to ensure coordination, communication and clear final decision making
- Emergency Management Coordinator has overall responsibility to manage this process; reports to City Manager the City's Emergency Manager; for this event due to long duration we redeployed one of our Public Safety Assistant (parking enforcement and school crossing guard normal duties) to serve as an Assistant Emergency Management Coordinator
- Due to lack of bench depth in anyone area we use multi-disciplinary/ multi-department model; it takes a village
- We initiated this early on in March and update/revise groups as the situation evolves; must be fluid and adaptable but retain the core integrity of the framework
- Lays out the overarching work group which is COVID-19 Planning; we added Economic Development due to importance of business recovery
- The blue boxes on the Incident Command Chart reflect the specific COVID-19 response work groups which might be modified for the specific emergency incident in both function and, members but the overall framework is retained
- The City Facility Safety and Planning work group has several sub-groups now, in coordination with Safety Officer, to focus on: 1) employee safety when returning to the facilities; 2) customer safety when we reopen service counters, courts etc 3) land use planning for special exceptions, land use etc important to overall economic recovery; 4) volunteer coordination (we are receiving lots of good community offers but takes staff time to vet and coordinate so had to get a plan in place); and 5) event planning related to R&P and Library usual big events (Year-round Farmers Market, Memorial Day Festival and Parade, Blues Festival, July 4th Fireworks, Story Time, Summer Reading Clubs etc) for delay decisions, operations per Gov EOs and creating virtual alternatives.

Recovery Road Map

- Roadmaps consolidated key planning info into one place to provide a visual focus and messaging (internally and externally) and are updated when new CDC or VA guidance are implemented

COVID-19 payroll expenses and COVID-19 supply expenses

- The two financial spreadsheets are the ones we have historically used for FEMA/VDEM emergency incident reimbursement tracking; one for payroll and the other supplies. The supply one is the one we are modifying to incorporate the CARES Act eligibility items as well as noting with source we file reimbursement under....not these items we are just now updating the info on but the columns are noted. We tie this tracking in closely with our ERP (MUNIS) and create

specific project and object codes for COVID-19 activities to create ability to export out of MUNIS into these tracking sheets as well as to create the verification/audit trail for certifications.

"Repurpose an Employee" Program

- To address staffing resource constraints (and budget hiring freeze to balance budget due to revenue reductions) we also set up an employee redeployment/repurpose program. Since we have library and R&P temp staff not being scheduled due to shut down and/or permanent staff with extra capacity due to less programming (still busy with virtual alternative option planning) these staff could be redeployed for tasks like staffing public phone line to reduce demand on Dispatch; the temp staff hours related to COVID-19 would be tracked in MUNIS and the payroll spreadsheet.