GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Order 2020-035
February 28, 2020

SUBJECT: District Government Preparations for the Coronavirus (COVID-19)

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as the Mayor of the District of Columbia by section 422 of the District of Columbia Home Rule Act, approved December 24, 1973, 87 Stat. 792, Pub. L. 93-198, D.C. Official Code § 1-204.22 (2016 Repl.), it is hereby **ORDERED** that:

1. This Order is issued to prepare District government agencies for the potential impacts of the Coronavirus (COVID-19) on Washington, DC's residents, businesses, and visitors and on the operations of the District government.

2. The directors of the Department of Health ("DOH") and Homeland Security and Emergency Management Agency ("HSEMA") shall be responsible for coordinating the District's emergency response planning for the potential impacts of COVID-19.

3. The District's Emergency Operations Center ("EOC") shall be activated at 9:00 a.m. on Monday, March 2, 2020, at Enhanced Watch status to coordinate inter-agency information sharing and identify logistical needs for critical incident responses.

    a. All relevant District agencies shall review their copy of the District Response Plan to evaluate the potential impacts of COVID-19 on emergency roles and responsibilities and take necessary steps to ensure continued performance. Agencies may contact HSEMA for information on the District Response Plan.

    b. All relevant District agencies shall designate personnel to staff the EOC if called upon.

    c. The EOC activation level may be increased, if needed, by the HSEMA Director.

4. All District agencies shall review and update their Continuity of Operations (COOP) plans. Actions in agency COOP plans should support requirements outlined in DOH's Pandemic Influenza Annex to the Disease Surveillance and Response Plan.

    a. HSEMA shall notify all District agencies if their agency COOP plans have not been updated in more than one (1) year.

    b. Within five (5) days after receipt of this notification, District agencies shall update their COOP plans and submit them to hsema.coop@dc.gov.

5. a. The City Administrator shall establish inter-agency working groups that focus on the following issues that may arise from the impacts of COVID-19:

   i. Health care needs;

   ii. Medical quarantines and isolations;

   iii. Finance, supplies and logistics;

   iv. Schools, recreation centers, libraries, and other public facilities and public gatherings;

   v. Special and at-risk populations;

   vi. Regulatory, insurance, and legal;

   vii. Human resources and workforce policies;

   viii. Technology; and

   ix. Communication with the community.

   b. The City Administrator shall appoint the members of each working group, each of which shall be chaired by a Cabinet-level official or a senior-staff level designee. Members of the working group may include non-District agencies, including Federal and regional agencies, relevant industry representatives, regional organizations, nonprofit organizations, and other persons as deemed appropriate.

   c. HSEMA shall provide support to the working groups.

6. Agency directors may authorize temporary personnel assignments within across District agencies as appropriate to assist in the District's response preparations.

7. District government employees who take leave relating to COVID-19 shall be entitled to use any accrued leave whether or not they sought pre-approval for such leave and any reconciliation of their time, coding of leave, and payments may be made upon their return to work.

8. All procurement requests for infectious disease personal protective equipment shall be submitted through the WebEOC procurement process for centralized and streamlined processing by the Office of Contracting and Procurement.

9. Agency directors are authorized to update and coordinate any applicable mutual aid agreements between the District government and federal, state, or local jurisdictions, as well as any compacts or interstate agreement to which the District government belongs, as appropriate to assist in the District's response preparations.

10. a. District agency directors are to remind their staff and constituencies of basic infection practices:

    i. Stay home when feeling sick;

    ii. Wash hands with soap and water for at least twenty (20) seconds. An alcohol-based hand sanitizer can be used if soap and water are not available;

    iii. Avoid touching eyes, nose and mouth with unwashed hands;

    iv. Avoid close contact with people who are sick;

    v. Cover your cough or sneeze with a tissue, then throw the tissue in the trash; if no tissue is at hand, cover cough or sneeze with your arm or shoulder;

    vi. Clean and disinfect frequently touched objects and surfaces;

    vii. If you or someone in your family is sick with symptoms of COVID-19, call ahead – you may be able to be examined using telemedicine or the emergency room or urgent care unit may be able to prepare an isolation room for you before your arrival;

    viii. Keep supplies at home for an extended emergency, to include non-perishable foods, clean water, toilet paper and paper towels, medicines for supportive therapy for viral infections plus a supply of your necessary medicines;

    ix. Check before travelling to see if there is a special travel advisory for your destination; and

    x. Use other practices to stay healthy as COVID-19's impact will be felt the hardest by people who are already sick or suffer from chronic conditions. For example, get your flu shot to avoid the flu, too.

    b. Up-to-date information can be found on the District's official website for this event: https://dchealth.dc.gov/coronavirus.

11. Within five (5) days of this Order, the Office of the City Administrator shall coordinate an in person briefing by the DOH and HSEMA to the Council.

12. Within seven (7) days of this Order, the Mayor's Office of Community Relations and Services shall coordinate a telephonic briefing by DOH and HSEMA.

13. **EFFECTIVE DATE:** This Order shall become effective immediately.

MURIEL BOWSER
MAYOR

ATTEST:

KIMBERLY A. BASSETT
SECRETARY OF STATE OF THE DISTRICT OF COLUMBIA