**INTENDED USE OF THIS PLAN**:  This plan serves as a working template that Tribes, Pueblos, and Nations may find useful in developing Tribal specific coronavirus disease 2019 (COVID-19) response plans or in cross-walking with their existing plans. In recognition of Tribal sovereignty and self-governance, this response template acknowledges that Tribes, Pueblos, and Nations may differ in respect to their approaches to COVID-19-related mitigation and response.  Therefore, this document serves as a starting or reference point for Tribal nations to review and determine what content may be relevant to their unique circumstances.  Tribal Nations are subsequently encouraged to modify and tailor this example to reflect their own unique experiences and conditions and utilize the input of participating federal agencies [e.g., Indian Health Service, Centers for Disease Control and Prevention (CDC), Federal Emergency Management Agency (FEMA)] if applicable.  Additionally, as sovereign nations, there is no expectation that Tribes will decide to use this plan in whole or in part.  If Tribal nations opt to use this example to inform their Tribal response plans, we suggest that all plans be viewed as living documents that should be consistently reviewed and revised as conditions and circumstances change.  The Tribal Support Section (TSS) within CDC’s COVID-19 response is also available to support Tribal nations related to their COVID-19 response plans.  Tribal nations can contact (EOCevent362@cdc.gov) to discuss any response plan support that CDC can provide.

(NAME OF THE TRIBE)

COVID-19 Response Plan

Insert the Tribe’s Logo

Table of Contents

[Executive Summary 1](#_Toc70063912)

[Promulgation Statement 2](#_Toc70063913)

[Purpose, Scope, and Authority: 3](#_Toc70063914)

[Purpose 3](#_Toc70063915)

[Scope 3](#_Toc70063916)

[Authority 3](#_Toc70063917)

[Situation Overview: 3](#_Toc70063918)

[Information about COVID-19 3](#_Toc70063919)

[The Threat 3](#_Toc70063920)

[Transmission 4](#_Toc70063921)

[Risks Related to COVID-19 4](#_Toc70063922)

[Description of the (NAME OF THE TRIBE) Jurisdiction: 4](#_Toc70063923)

[Land Area: 4](#_Toc70063924)

[Governance 5](#_Toc70063925)

[Economy 5](#_Toc70063926)

[Public Health and Healthcare Services 5](#_Toc70063927)

[Planning Assumptions 5](#_Toc70063928)

[Mission and End State 6](#_Toc70063929)

[Concept of Operations 6](#_Toc70063930)

[Objectives 6](#_Toc70063931)

[**Tailored Response Actions** 6](#_Toc70063932)

[Incident Command Structure for the COVID-19 Response 9](#_Toc70063933)

[Duties and Responsibilities: 9](#_Toc70063934)

[Incident Commander (IC) 9](#_Toc70063935)

[Safety Officer 10](#_Toc70063936)

[Legal Counsel 10](#_Toc70063937)

[Communications 10](#_Toc70063938)

[Finance Section 10](#_Toc70063939)

[Operations Section 10](#_Toc70063940)

[Logistics Section: 12](#_Toc70063941)

[Plans Section 12](#_Toc70063942)

[Critical Information Requirements 13](#_Toc70063943)

[Coordination, Administrative Preparedness, Accounting, and Communication 13](#_Toc70063944)

[Coordination 13](#_Toc70063945)

[Administrative Preparedness 13](#_Toc70063946)

[Accounting 13](#_Toc70063947)

[Overview and Process for Funding COVID-19 Response 13](#_Toc70063948)

[Communication 13](#_Toc70063949)

[Procedures for communicating within the command structure 13](#_Toc70063950)

[Procedures for creating and disseminating public communications 14](#_Toc70063951)

[Appendix 1: Sample Agenda for Task Force Meetings 15](#_Toc70063952)

# Executive Summary

The (NAME OF TRIBE) Coronavirus Disease 2019 (COVID-19) Response Plan identifies the emergency planning, organization, and response policies and procedures recommended for the COVID-19 pandemic response. The plan also addresses the integration and coordination with other governmental bodies when necessary.

The responsibilities of the Tribal Council, the Tribal Leader, and each Tribal department and program regarding actions during the pandemic are outlined in this plan. The development of departmental plans or standard operating procedures is recommended to provide department personnel the information they need to support this plan.

 The purpose of this plan is to offer structure and organization to the (NAME OF TRIBE) pandemic response and to:

* Provide for the protection of life, the environment, public and private property; the evacuation and care of displaced persons; and, the restoration of normal functions.
* Establish an emergency management organization required to respond to and mitigate the effects of the pandemic.
* Identify the policies, responsibilities, and procedures required to complete the above.
* Describe the necessary training of Tribal employees, citizens, voluntary organizations, and assisting governmental agencies in accomplishing the planned objectives.

 Emergency managers may use the following statement to describe the purpose of this plan to all department heads, program managers, employees, and citizens of the (NAME OF TRIBE)

|  |
| --- |
|  Preservation of life, property, and the environment is an inherent responsibility of local, state, Tribal, and federal governments. While no plan can prevent all casualties and destruction of property, the (NAME OF TRIBE) acknowledges that well-designed plans carried out by knowledgeable, well-trained, and dedicated personnel can and will minimize losses in both areas. This plan establishes the emergency management/incident response organization, assigns tasks, specifies policies and general procedures, and provides for the coordination of planning efforts of the various emergency staff and service elements. This Emergency Operations Plan aims to incorporate and help coordinate all the facilities and personnel of the (NAME OF TRIBE), local and state jurisdictions, federal agencies, and other applicable parties.  The (NAME OF TRIBE) Tribal Council gives its full support to this plan and urges all department heads, program managers, employees, and citizens, individually and collectively, to do their share in support of the total emergency effort of the (NAME OF TRIBE). |

# Promulgation Statement

The (NAME OF TRIBE) Coronavirus Disease 2019 (COVID-19) Response Plan offers Tribal-wide actions and responsibilities in public health emergency preparedness, response, and recovery operations. The (Tribal agency responsible) is responsible for the development of deliberate (or contingency) planning using federal planning assistance.

Proposed changes may also be submitted in writing to (Tribal agency responsible) at the following addresses:

\_\_\_\_\_\_APPROVAL: (The approval authority is generally determined by the Tribal agency responsible)

The (NAME OF TRIBE) Coronavirus Disease 2019 (COVID-19) Response Plan is hereby approved and supersedes previous versions. The (Tribal agency responsible) is authorized to make minor changes to the plan and its attachments.

Reviewed/Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Purpose, Scope, and Authority:

## Purpose

The Purpose of the (NAME OF THE TRIBE) Coronavirus Disease 2019 (COVID-19) Response Plan is to provide guidance to the public, (NAME OF THE TRIBE) Tribal programs, and our communities in response to the COVID-19 pandemic. The (NAME OF THE TRIBE) has enacted an Incident Command System to manage the response, to provide logistical and operational support to (NAME OF THE TRIBE), national and district governments, Tribal programs, Tribal entities, Tribal communities, and individuals and families impacted by the COVID-19 pandemic.

## Scope

This plan focuses on the actions taken by the (NAME OF THE TRIBE) leadership and supporting response personnel to protect the lives and health of the population of the (NAME OF THE TRIBE) during the COVID-19 pandemic. This plan is in effect within the bounds of (NAME OF THE TRIBE) Tribal Lands and includes Tribal members living off-reservation (Note: If the Tribal government wishes to include that population). The plan is also supported by agencies, businesses, and persons outside the control of the (NAME OF THE TRIBE) but who have agreed to support response actions.

## Authority

Insert the authority the Tribal government uses to support emergency preparedness and response, which is typically included in the Constitution. Include any specific authorities to direct Tribal members to follow certain actions, such as adherence to curfews or shelter-in-place orders.

# Situation Overview:

## Information about COVID-19

### The Threat

The Centers for Disease Control and Prevention (CDC)[[1]](#footnote-2) website includes the following description of COVID-19:

* + - COVID-19 is an illness caused by a new coronavirus (SARS-CoV-2) that was identified in 2019 and has spread throughout the world.
		- The virus that causes COVID-19 is primarily spread from person to person.
		- COVID-19 symptoms can range from mild (or no symptoms) to severe illness, sometimes resulting in death.
		- Everyone is at risk for COVID-19 illness, but older adults ([Older Adults and COVID-19 | CDC](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html#anchor_1606159374271)) and people of any age who have serious underlying medical conditions may be at increased risk for severe illness. ([Certain Medical Conditions and Risk for Severe COVID-19 Illness | CDC](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fneed-extra-precautions%2Fgroups-at-higher-risk.html))
		- Individuals who have had COVID-19 may have long term adverse outcomes ([Long-Term Effects of COVID-19 | CDC](https://www.cdc.gov/coronavirus/2019-ncov/long-term-effects.html), [Late Sequelae of COVID-19 | CDC](https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-care/late-sequelae.html))
		- In the 14 months since the first U.S. COVID-19 case was identified, there have been approximately 30 million COVID-19 cases and nearly 550,000 deaths ([CDC COVID Data Tracker](https://covid.cdc.gov/covid-data-tracker/#cases_totalcases), accessed 3/29/2021).

Response leaders may want to provide specific information on the incidence, trajectory, mortality and impact on the Tribal community.

* Cumulative cases:
* Incidence trajectory: (increasing, decereasing, clustered outbreaks, etc.)
* Cumulative/recent mortality:
* Cumulative vaccination rate: (by agegroup, geography)
* Comparison to state or surrounding communities:

### Transmission

* + - A person can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19, regardless of whether the infected person has symptoms. The virus that causes COVID-19 is primarily spread from person to person.
		- A person can become infected from respiratory droplets (beyond 6 feet distance) when an infected person coughs, sneezes, shouts, sings, or talks.
		- Less commonly, transmission may also occur by touching a surface or object that has the virus on it and then by touching the mouth, nose, or eyes.

### Risks Related to COVID-19

* + - Everyone is at risk of getting COVID-19.
		- Older adults and people of any age who have serious underlying medical conditions are at increased risk for more severe illness.[[2]](#footnote-3)
		- Completing the vaccine series can help reduce the risks.

## Description of the (NAME OF THE TRIBE) Jurisdiction:

### Land Area:

Provide geographic information about the Tribal lands to include square miles, the states and counties the land occupies, and any geographical features that may impact travel. This should include maps depicting the area, including locations of towns and villages and depicting transportation routes.

### Governance

Provide information on the makeup of the Tribal Council and the leadership. Cover how often the representatives are elected and what districts or communities they represent.

### Economy

Provide information here that includes the poverty level, major employers, and the status of grants or other funds the Tribe is using for the COVID-19 response.

### Public Health and Healthcare Services

Provide specific information here related to the public health organizational structure and the healthcare services both on the reservation and outside the reservation that support the Tribal population.

* + - * Public Health Structure – Provide an overview of support available from the state and Tribal public health departments, including services for those with chronic health issues.
			* Healthcare Structure – Provide an overview of support available from Indian Health Services (IHS)[[3]](#footnote-4), Tribal, and urban (I/T/U) healthcare facilities, Health Resources and Service Administration (HRSA)[[4]](#footnote-5), emergency medical services (EMS), long-term care facilities, and the status of local healthcare providers off Tribal lands that Tribal members may use.
			* Laboratory Services – Provide an overview of support available from the state public health laboratories, I/T/Us, and HRSA reporting system to notify the Tribe. This should also include specific tests that will be used (e.g., BinaxNOW, Abbott ID NOW, Cepheid, local or state RT-PCR), and the reporting time for positive results and notification methods for each.

## Planning Assumptions

* + - Public Health Emergency Declarations at federal, state, and local levels will continue until such a time that public health authorities update guidance based on numerous factors including level of population immunity to COVID-19.
		- The public will need to continue to practice mitigation measures (e.g., consistent and correct mask use, physical distancing, hand washing) even as more people are vaccinated.
		- Leaders will need to weigh the effect particular prevention measures might have on reducing the spread of disease with the potential negative effects on mental health and financial well-being.
		- The healthcare system will continue to face high patient volume demands while vaccinating the public and caring for patients who postponed care for other conditions during the pandemic, even as the caseload of hospitalized COVID-19 patients decreases.

# Mission and End State

Provide logistical and operational support to (NAME OF THE TRIBE) national and district governments, Tribal programs, Tribal entities, Tribal communities, and individuals and families impacted by the COVID-19 pandemic.

The desired end state is a return to normal operations with limited loss to COVID-19 among the Tribal population and minimized impact on healthcare and economic operations.

# Concept of Operations

## Objectives

The public health response will focus on educating the public on measures they can take to protect themselves and others. The (NAME OF THE TRIBE) will use various testing measures and processes for the early identification of COVID-19 positive individuals in the event these mitigation measures are not effective or not followed and quickly identify and contact those who are at risk of contracting the disease. Isolation of the COVID-19 cases and quarantine of close contacts can stop the spread of the disease. The (NAME OF THE TRIBE) will provide support for populations affected by the disease.

**Tailored Response Actions**

The Tribal community will respond based on community indicators of transmission and depending on the laboratory testing capabilities, epidemiologic trends, and healthcare system capacity and capabilities. Specific actions will also depend on whether transmission is localized within a community or widespread throughout the population and whether the spread can be rapidly contained. Tribal leadership should consider the following factors when determining the community mitigation measures the Tribe will follow. Leadership should understand the disease transmission level in their jurisdiction when considering mitigation measures. CDC has developed the following community indicators of transmission:[[5]](#footnote-6)

| **Indicator - If the two indicators suggest different transmission levels, the higher level is selected** | **Low Transmission Blue** | **Moderate Transmission Yellow** | **Substantial Transmission Orange** | **High Transmission Red** |
| --- | --- | --- | --- | --- |
| Total new cases per 100,000 persons in the past 7 days | 0-9.99 | 10-49.99 | 50-99.99 | ≥100 |
| Percentage of Nucleic Acid Amplification Tests that are positive during the past 7 days | 0-4.99% | 5-7.99% | 8-9.99% | ≥10.0% |

These numbers are adjusting to take into account the population or a Tribe and surrounding jurisdictions.

| **Indicator - If the two indicators suggest different transmission levels, the higher level is selected** | **Low Transmission Blue** | **Moderate Transmission Yellow** | **Substantial Transmission Orange** | **High Transmission Red** |
| --- | --- | --- | --- | --- |
| Total new cases per 10,000 persons in the past 7 days | 0-1 | 2-5 | 6-10 | ≥10 |

Key to understanding the level of transmission in the jurisdiction is an effective testing and surveillance strategy, but response leaders will consider additional information when advising leaders on mitigation measures to include whether the cases are tied to:

* + - One household, congregate setting, or community where isolation and quarantine measures will reduce the risk of transmission
		- An event or events in the past that will recur soon and could either be postponed or include additional mitigation measures
		- An increase in the transmission level in surrounding communities leading to an increase because of the intermingling of populations in the jurisdictions

The Tribal leadership will consider the Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission outlined by CDC[[6]](#footnote-7) when determining which mitigation measures to implement and the source of an outbreak will aid in determining when to implement those measures. These strategies focus first in what individuals may implement, but also include those businesses and government offices may support. The final mitigation measure focuses on vaccine administration and requires the support of the healthcare community. A synopsis of the CDC strategies includes:

* + - Communicating measures individuals can follow to prevent the spread of COVID-19
		- A focus on modifying the environment where people come in contact to include emphasizing social distancing, installing physical barriers, improving ventilation, and increasing cleaning and sanitation efforts
		- Working with employees to ensure they have an understanding of how to protect persons at risk for severe illness, the measures they can take to prevent the spread of disease in the workplace, and how employers may work with them to promote a healthy environment
		- Taking prompt action when to test those exhibiting symptoms of COVID-19, isolating those who test positive for the disease, and quarantining close contacts
		- Working together as community leaders, school administrators, and community members to make decisions regarding the operation of schools using CDC guidance[[7]](#footnote-8) to aid in the decision-making process and to decrease the risk of outbreaks in schools
		- Vaccinating the population based on priorities established by Tribal leadership and public health personnel[[8]](#footnote-9)

Tribal authority may allow for use of the following mitigation measures:

* + - Shelter in Place orders that request or mandate that residents stay in their homes and limit their travel to essential trips (e.g., trips for food, to the bank, for medical appointments or to pick up medication). At the government’s discretion, the order can be written to allow for outside activities if social distancing measures are followed
		- Isolation orders to separate people who tested positive for COVID-19, either in their home or a designated location, from people who are not sick
		- Quarantine orders to separate and restrict the movement of people who were exposed to people who tested positive for COVID-19, either in their home or a designated location, to see if they become sick

Additional factors that relate to the level of mitigation measures to implement include the capabilities and the capacity of:

* + - The availability of testing resources, either laboratory or technological
		- The public health system to manage the number of cases and contact tracing
		- The healthcare facilities with responsibilities to provide acute care for the persons who are sick

## Incident Command Structure for the COVID-19 Response

The Incident Command Structure (ICS) is enacted when an emergency declaration is made to respond to a local disaster, including health pandemics. Staffing of positions can be both voluntary and targeted to those programs or individuals properly trained in ICS. The structure is subject to changes, as needed, to relieve current staff, accommodate resignations and personnel staffing changes, to effectively respond to the COVID-19 pandemic as needed. Figure 1 contains an example what an ICS may look like in a jurisdiction.



Figure 1: Incident Command Structure

## Duties and Responsibilities:

### Incident Commander (IC)

* + - Use information from task force members to communicate the status of the response to Tribal leadership and communicate the intent of leadership to task force members
		- Set the short-term objectives and tasks for the task force, coordinating resources as necessary, and aiding in resolving issues
		- Set the long-term objectives and coordinating resources to support those objectives
		- Engage with community leaders (including business leaders) to discuss the impact of the pandemic on the community and develop solutions to mitigate the risk of spread

### Safety Officer

* + - Set policies and procedures designed to maintain and improve the safety of the task force members during the response
		- Assess the work environment to reduce the risk of disease transmission and coordinating the proper equipment and supplies to help protect employees

### Legal Counsel

* Provide advice on Tribal statutes and regulations that support isolation, quarantine, shelter-in-place, or mandatory mask orders

### Communications

* + - Provide to the Tribal population, through all appropriate methods, the information they need to know to protect themselves and others
		- Communicate the actions taken by Tribal leadership and response personnel to help protect Tribal members

### Finance Section

* + - Procure and allocate funds to support the response to include funding from the Tribal government, federal funding under the Public Health Emergency Preparedness (PHEP) cooperative agreement or made available under the Stafford Act, or specific supplemental appropriations such as the Coronavirus Aid, Relief, and Economic Security (CARES) Act
		- Communicate the authorized ways to use and account for the funds and report in accordance with the requirements from the funding source

### Operations Section

* + - Manage the activation and staffing of the emergency operations center (EOC)
		- Provide logistics support across the ICS response structure
		- Coordinate efforts by first responders and transportation assets
		- Facilitate task force meetings and document response actions
		- Perform in progress reviews and after action assessments to improve response operations in real time and for future incidents

#### First Responders

[This group will include 9-1-1 dispatchers, emergency medical services (EMS), police, and fire and can be represented by one person responsible for sharing information with all first responders or represented by one person from each public service]

* Implement actions to protect employees from the spread of COVID-19 during their daily activities
* Inform partners of the impact on operations because of staffing shortages due to personnel isolation or quarantine orders
* Inform operations staff of the status of personal protective equipment (PPE) and other supplies needed to protect employees

#### Transportation

* Support the transportation of Tribal members who do not have their own transportation to medical appointments, testing sites, vaccination sites, or to isolation or quarantine shelters as needed
* Support the delivery of food or cleaning supplies to those under isolation or quarantine orders

#### Public Health and Healthcare

##### Laboratory Testing

* Develop or modify testing strategies as new methods for testing become available or the need for testing changes
* Provide information to the public on when and where testing is available using methods readily accessible to Tribal members (e.g., Facebook, radio stations, and Tribal websites)
* Inform task force members if the supply of kits, reagents, and personnel will soon impact the capability of testing

##### Epidemiology and Surveillance

* Develop strategies that lead to adequate data collection, including racial and ethnic components, to drive decision making to mitigate the transmission of COVID-19[[9]](#footnote-10)
* Train and manage case investigation and contact tracing staff (e.g., Community Health Representatives, direct hires)
* Review the trends in COVID-19 transmission within the Tribe and among certain specific congregate settings (e.g., jails or long-term care facilities), be able to identify clusters of cases, understand root causes of transmission, and ensure timely reporting of data and key indicators to include:
	+ - the number of new cases diagnosed by geographic area over a specific time
		- the number of cases and contact investigations over a specific time
		- the status of those under isolation or quarantine orders
* Communicate important information to Tribal leaders[[10]](#footnote-11) to inform prevention measure deliberations
* Provide recommendations to help mitigate the spread in areas where the Tribe is seeing an increase in cases
* Monitor the situation in the surrounding counties and states and communicate the status to Tribal leaders and members

##### Patient Care

* Report on the number of patients who have sought care during a certain period of time at healthcare facilities that support the Tribal population
* Report on those hospitalized in healthcare facilities that support the Tribal population both in the intensive care unit (ICU) and in the general ward, those requiring mechanical ventilation, as well as those who were diverted to other facilities
* Provide information on the status of bed capacity in the I/T/U supporting the Tribal population and the status of facilities that take patients when the I/T/U cannot care for them

##### Vaccination Coordinator (Optional Position)

* Work with local leaders to determine who in the jurisdiction will be prioritized to receive the COVID-19 vaccine
* Coordinate with healthcare service providers to plan for administering COVID-19 vaccinations to the population of the jurisdiction
* Work with communications staff to provide the public with information about the available vaccine[[11]](#footnote-12) as well as where, when, and who can receive the vaccine and how to report adverse events
* Report on those who have received the first dose for vaccines with two-dose series and completed vaccination for those with two-dose or one-dose series of vaccine, by demographics if that information is available
* Inform leaders of any issues regarding vaccine and ancillary supply availability and any shortage of vaccine administrators
* Report on any notifications of adverse events or breakthrough cases (those who contract COVID-19 after being fully vaccinated

### Logistics Section:

* Acquire supplies and material (The Tribe may also allow each section to order their own supplies and material and share the status of the orders with the head of the Logistics Section)
* Provide information on critical supplies on order, the total cost, what is on hand, and any shortages
* Coordinate with partners to accept and manage material donated to support the response

### Plans Section

* The section leader coordinates with other sections and outside agencies for future operations
* The section keeps a record of actions during the response

#### Information Technology (IT)

* Work with task force members to ensure they can communicate and exchange data among Tribal members, leaders, and supporting partners
* Facilitate the purchase, installation, and training for software that supports the response as necessary

#### Resources Unit

* Obtain the personnel needed to help run the response
* Informs employees of the policies and procedures related to leave and overtime pay

## Critical Information Requirements

Information for this section will depend on the response outlined in the phases of the Concept of Operations.

# Coordination, Administrative Preparedness, Accounting, and Communication

## Coordination

Each staff section will define what triggers the following actions and what is needed from other staff sections to execute these actions properly:

* + - Case investigation and contact tracing
		- Food and supplies to support Tribal members impacted by COVID-19 isolation and quarantine
		- Transportation support to Tribal members related to COVID-19 testing and vaccination

## Administrative Preparedness

This section will include any Memorandums of Understanding, agreements, or precontracting that are in place.

## Accounting

### Overview and Process for Funding COVID-19 Response

This section will include the various funding sources for the COVID-19 response and any requirements for submitting funding requests and keeping records of expenditures. This can include:

* Sole Source Justification Requirements
* Cost Reasonableness Requirements
* Contracting requirements

## Communication

### Procedures for communicating within the command structure

* Email will serve as the primary method of communication between task force members, and addressees will Cc the Plans Section on all correspondence that relates to operations to aid in maintaining accurate response records. Response leaders may choose other means of communication, but using email systems can provide a record of actions for later review. Creating functional mailboxes for the sections also aids in record keeping.
* Task force members will meet (insert frequency) in-person or virtually and will follow the agenda in Appendix 1

### Procedures for creating and disseminating public communications

* + - The public information officer (PIO) will use TV, radio, internet, social media, and print media to provide essential information to Tribal members, which may include:
* Precautionary measures when observing cultural traditions
* How to stay safe and protect others
* Quarantine/Isolation protocols
* What to do if you or someone in your household is positive
	+ - The PIO will define a schedule of topics for public briefing (Communications Plan), and Task Force members will identify the key messages that relate to their subject area

Appendix 1: Sample Agenda for Task Force Meetings

* Roll Call (Plans Leader)
* Review of long-term and short-term objectives (Plans Leader)
* Operations update:
	+ First responders update (personnel under isolation or quarantine orders, status of PPE, any unresolved issues)
	+ Transportation update (personnel under isolation or quarantine orders, available units to support the transportation mission, status of PPE, any unresolved issues)
	+ Public Health and Healthcare:
		- Lab testing report (number of people tested, number of positives, changes in testing locations or hours, status of test kits, any unresolved issues)
		- Review of epidemiology data (number of new cases [e.g., in the past week], number of active cases, number of people under quarantine orders, change in numbers over the past three weeks [i.e., trends])
		- Case investigation and management (number of new cases, cases in isolation, cases lost to follow-up, proportion of new cases who were previously identified as contacts, any unresolved issues)
		- Contact tracing (number of contacts interviewed, number of contacts remaining to be interviewed, any unresolved issues)
		- Patient care (number of patients recently hospitalized, total number of patients hospitalized (percent bed capacity used), number of those patients in the ICU (percent ICU bed capacity), percent of patients on mechanical ventilation, number of patients referred to other hospitals, nosocomial transmission, any unresolved issues)
* Logistics (status of supplies and equipment)
* Plans (status of information technology support, contracts, and human resources)
* Finance (status of funding requests and funds available)
* Communications (current public service announcements, upcoming communications events, and products)
* Summary of issues and tasks from the meeting (Plans Leader)
* Final comments and date and time for the next meeting (Incident Commander)

After the meeting, the Operations Leader and the Plans Leader should review the results of the meeting and begin planning for the next meeting. The Incident Commander should leave the meeting with all the information necessary to adequately brief Tribal Leadership.

1. See the website for the latest information about COVID-19, transmission and risks at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/tribal/index.html>. [↑](#footnote-ref-2)
2. More information is available on the CDC Website found at https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html. [↑](#footnote-ref-3)
3. The IHS website provides good overview of the service areas, units, healthcare facilities and the Tribes they serve at <https://www.ihs.gov/locations/>. [↑](#footnote-ref-4)
4. For more information on the clinical services HRSA provides, including COVID-19 testing, visit the HRSA website at

<https://www.findahealthcenter.hrsa.gov/>. [↑](#footnote-ref-5)
5. Find CDC’s community indicators of transmission on the CDC Website at https://covid.cdc.gov/covid-data-tracker/#county-view. [↑](#footnote-ref-6)
6. Find these strategies at <https://www.cdc.gov/coronavirus/2019-ncov/community/community-mitigation.html>. [↑](#footnote-ref-7)
7. Find material related to the reopening of schools on the CDC Website at [Operational Strategy for K-12 Schools through Phased Prevention | CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html). [↑](#footnote-ref-8)
8. Find CDC material to support vaccine administration at <https://www.cdc.gov/vaccines/covid-19/index.html>. [↑](#footnote-ref-9)
9. Johns Hopkins University also provides a simple dashboard in an Excel template for communicating the COVID-19 cases, testing, hospitalizations and deaths to community members and it is found at <https://resources.caih.jhu.edu/resources/covid-19-tribal-toolkit-for-data-reporting/>. [↑](#footnote-ref-10)
10. Johns Hopkins University Center for American Health has resources for communicating with the Tribal leaders and community at <https://caih.jhu.edu/news/tribal-leaders-resources>. [↑](#footnote-ref-11)
11. CDC has a webpage focused on Talking to Recipients about COVID-19 Vaccines at [Recipient Education | COVID-19 Vaccination | CDC](https://www.cdc.gov/vaccines/covid-19/hcp/index.html). [↑](#footnote-ref-12)