

# LASD - Department Operations Center



## COVID-19

### Activity Log Template

The following information is being sent out on behalf of Director of Financial Programs Bureau.

Please see the attached Activity Log (ICS 214) template for the 2019 Novel Coronavirus (COVID-19) incident.

It is imperative that all personnel fill out the logs when carrying out any tasks whether on regular time or overtime related to this event. Please identify a 214 Unit Coordinator responsible to collect, submit, retain the original Activity logs. Please disseminate to all staff tasked with duties related to this incident. You will be required to submit an electronic copy of the log by emailing it to the DOC. All logs should be filled out and submitted digitally. Personnel working in the field should print, complete, sign, and submit the original to the 214 Unit Coordinator who will then scan and submit the documents.

The name of the incident should be left as **Covid-19 Response**, details under the Notable Activity section should include details about the **specific task you performed, and specific location worked**, and if backfill OT is worked, please include the full name of the employee you are filling behind. Please include any backfill OT behind an employee who is off ill with COVID-19. We will need to track these costs separately. Also include standby activation. Completion of the form with narrative details are required for State and Federal government reimbursement and are used by Special Accounts Unit to identify claimable and non-claimable costs.

If you have any questions about the form please email the DOC.