



HOLDEN FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES AND GUIDELINES

6.7.1 – COVID-19 Employee Screening, Health and Safety Procedure

Purpose: To outline the department health and safety procedure during a communicable disease outbreak/COVID-19.

General:

Employee Screening

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Procedures:

Employees may be asked to confirm the status of their health as part of working in the buildings. The Town reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the buildings, and as a response to a confirmed diagnosis.

Self-Certify - Prior to returning to work, each employee will self-certify to their supervisor that they:

- Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not had an unprotected exposure to a patient that has tested positive for COVID-19. Please see the most recent version of the COVID-19 Operational Guidelines sent out by the EMS Coordinator/DICO for the most up to date guidance on PPE use.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are not to return to the work site until cleared by a medical professional.



HOLDEN FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES AND GUIDELINES

All shift personnel shall report to the “Report Room” prior to the beginning of their shift to monitor their temperature, and report any symptoms. A temperature of greater than 100.4 or symptoms of fever/chills, difficulty breathing, cough, or GI upset should be reported to the shift officer immediately before entering the Admin Area.

Employee Health and Safety Procedures

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety procedures. As such, the following procedures have been implemented to ensure your health and safety.

To help employees remain healthy, hand sanitizer and disinfecting wipes are available throughout the buildings. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, building management has instructed the buildings cleaning crew to disinfect key areas such as faucets and door handles on a daily basis.

Face Coverings

Employees are required to wear face coverings when interacting with public to help slow the spread of the virus. Face coverings prevent you from infecting others and others from infecting you.

- Employees will be required to wear a surgical face mask when working in close contact (< 6 feet) for a prolonged period of time with other employees, when out in the public or when riding in department vehicles with more than one employee in the passenger compartment.
- Employees shall wear a mask that will be provided by the Town.

Social Distancing Protocol

All employees should try to avoid in-person meetings. Online conferencing, email or phone should be used when possible, even when employees are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other.

Employees should follow social distancing best practices, including but not limited to workstations, common areas and buildings spaces. Specifically, employees are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.



HOLDEN FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES AND GUIDELINES

- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room.
- Avoid using common areas.

The Town may extend our social distancing guidelines after the building reopens. Please monitor your email and adhere to any additional guidance as it is provided.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

Cleaning and Disinfecting Procedure

Employees should do their part to help keep the buildings as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use, and their general office area. Employees should also avoid using others' workstations, tools and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by the Town. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

Exposure and Confirmed Illness Procedure

Monitoring Protocol Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.



HOLDEN FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES AND GUIDELINES

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms or combinations of these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

When to Seek Emergency Medical Attention

Look for **emergency warning signs** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Employee's Responsibility

In the event that you become **symptomatic**, please do not come to work. Instead, follow these steps:

1. Notify the Shift Officer Immediately. If you meet any of the following criteria, please do not come to work.

- You are symptomatic
- You have been exposed to someone who tested positive for COVID-19

2. Update the Chief/Deputy Chief as soon as possible: Let them know what is going on - Were you able to get an appointment? Was your appointment cancelled? Are you awaiting test results? Do you need help finding an urgent care facility?

3. Diagnosis & Care Plan: Once you receive your diagnosis, please submit documentation to the Chief/Deputy Chief outlining how long you have been instructed to remain out of work.



HOLDEN FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES AND GUIDELINES

Reporting Transparency Procedure

Any employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify the Chief/Deputy Chief as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. If there is a confirmed case of COVID-19 in the workplace, exposed employees will be notified depending on the circumstances. When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered.