***– COVID-19 Employee Testing Procedure***

**Purpose:** The purpose of this policy is to establish guidelines for performing in house COVID19 Swab PCR testing for members of the Holden Fire Department.

**General:**

**TESTING CRITERIA**

Members meeting the following criteria can be tested:

* Symptomatic – anything that meets the CDC guidelines for symptoms.
* Exposure – anytime a member is in close contact (less than 6 feet) for extended period of time (greater than 15 minutes) without wearing proper PPE with a confirmed COVID19 positive person.
* At the discretion of the command staff or the member/employee.

### Employee Testing Procedures:

* Members who meet testing criteria should notify their Shift Officer immediately.
* Prior to testing the employee, the Shift Officer shall discuss with the Chief or Deputy Chief.
* A determination will be made with regards to quarantining and return to work procedures based on current CDC guidelines.
* Arrangements shall be made to have one of the designated testers perform the COVID testing. Currently the EMS Coordinator, EM Coordinator and Deputy Chief are trained to perform the testing.
* If on duty, the employee will report to the report room for sampling. If off duty, the employee will park in front of the PSB and will remain in their car.
* Sample collection will be in accordance with Pro EMS protocols.
* For Courier contact and pickup, call 508-330-9593. Login to the [www.proemssolutions.com](http://www.proemssolutions.com). The sample(s) will be placed in the lock box in the main entrance vestibule. Lock box code is 0911#.
* Test results may take between 24-48 hours however a majority of results are received within 12 hours after pick up.
* In the event that a positive result is obtained, the tester that is notified will make notification to the Chief or Deputy Chief prior to notifying the employee.
* Members that test positive will have their results automatically reported to MDPH by the lab per MDPH Communicable Disease reporting regulations and will need to follow state Quarantine/Isolation guidelines.
* Employees that receive a negative test result should notify the Chief or Deputy Chief of their result. Return to work status will be determined by CDC guidelines.

**NOTE: This procedure does not preclude the employee from seeking testing on their own or through other means.**