

INTEROFFICE MEMORANDUM

Equal Opportunity Employer



TO:	All DES- Communications Staff <i>Department of Emergency Services</i>
FROM:	Christopher "Butch" Roberts, Assistant Chief <i>Department of Emergency Services</i>
SUBJECT:	EID Screening of Staff- Update
DATE:	April 1, 2020

Effective March 31, 2020 at 0545hrs, Shift Lieutenants/Acting Supervisor began performing wellness checks of Communications staff for symptoms related to COVID-19. This shall be done in a common meeting place to the exterior of communications prior to entry to the building and prior to the start of the shift. This screening is not intended to be hands-on but simply a question/answer screening. The most important questions to be ask are:

1. Are you sick? Do have any of the following symptoms:

- a. Temperature of 100.4°F or greater
- b. Fever
- c. Chills
- d. Trouble breathing or shortness of breath
- e. Persistent cough
- f. Sore throat
- g. Any other new respiratory illness

2. Have you been in close contact with anyone who has symptoms?

Temperature checks will be performed at the beginning of the shift and at 1200hrs/2400hrs. Refer to the [How to take staff temperature.mp4](#) media file in the *Home(F:)* drive for instructions.

Personnel should be excluded from work if they have exhibited the following:

- Temperature of 100.4°F or greater
- Any of the following symptoms: cough, sore throat, trouble breathing

Personnel should be without fever or other aforementioned symptoms for at least seventy-two (72) hours before they are cleared to return to duty.

Staff are encouraged to contact the on-duty Shift Lieutenant/Acting Supervisor to call sick prior to reporting for duty adhering to the **911 Fire and EMS communications Standard Operating Guidelines- 3.16.03 Sick Leave** policy. Notify Car1606 or Car1602 if staff is sent home due to symptoms.

The health and safety of our Communications staff is our top priority. These measures are not in place to cause fear or panic, but simply to ensure staff that we are looking out for the best interest of everyone involved.

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Cc: Tony Rose, Deputy Director of Emergency Services
Michelle Lilly, Director of Emergency Services