



**EAST LAKE TARPON
SPECIAL FIRE CONTROL DISTRICT**
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**BOARD OF
FIRE COMMISSIONERS**
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To: All Personnel
From: Deputy Chief Jason Gennaro *JG*
Number: District Directive 2020-01A
Date: March 17, 2020

SUBJECT: DAILY PERSONNEL WELLNESS EVALUATION COVID-19

Purpose and Scope

To maintain employee workforce and to ensure operational readiness amid the growing concern of COVID-19 exposure to East Lake Fire Rescue personnel.

Policy

Members must act responsibly and not report to work sick. Members will be sent home (utilizing the employees sick leave) after the completion of the daily evaluation if they show any signs or symptoms of COVID-19 illness. It is unacceptable practice to come to work sick!

Prior to the beginning of every shift and whenever new personnel arrive later in the day for assigned duty, (example - coming back after the first 12 hours from vacation, duty exchange or sick leave) a COVID-19 wellness evaluation will be completed to evaluate a daily fit for duty for all personnel.

Procedure:

The off going company officer will evaluate all on-coming personnel **prior** to anyone being relieved for duty. If members arrive after the beginning of shift, it will be the responsibility of the oncoming company officer to conduct this evaluation. If there is a delay in conducting this evaluation due to units engaged in emergency incident mitigation, the oncoming company officer may conduct the evaluation. Each evaluation will be conducted out in an open area ie - apparatus bay with observance of the 6-foot rule prior to temperature being taken. Evaluations can be provided in private upon request. No personal information will be documented from this evaluation. The only time documentation will be completed is if personnel show any signs and symptoms of COVID-19 illness and need further evaluation. At that point an EMS report will be generated.

The evaluation will consist of a questionnaire to determine if the member has any COVID-19 like illness. This evaluation will include checking for:

- New cough
- Sore throat
- Shortness of breath
- Fever

See the referenced evaluation chart for more information

Any members that are showing signs of COVID-19 illness, or develop signs and symptoms during the course of shift will be considered not fit for duty and will have an EMS report completed and notification sent to EL500 to evaluate a possible source of exposure. All EMS related evaluations need to be completed with the appropriate PPE and precautions.

This check is to be completed each morning before personnel are relieved from duty. It is the responsibility of the station officers to complete this daily evaluation prior to personnel being relived and report all findings of a cough, sore throat, shortness of breath, or fever to the on-duty DC.

ANYONE SHOWING ANY COVID-19 LIKE SYMPTOMS BELOW WILL BE SENT HOME

<i>Check List</i>	<i>Description</i>
<input type="checkbox"/> Cough	<p style="text-align: center;">- New cough -Includes dry coughs and productive coughs Excludes – Chronic coughs</p>
<input type="checkbox"/> Sore Throat	<p style="text-align: center;">-Any signs or symptoms suggestive of a sore throat</p>
<input type="checkbox"/> Shortness of Breath	<p style="text-align: center;">- Signs of shortness of breath - Increased work of breathing - Chest congestion -Excludes any chronic breathing conditions</p>
<input type="checkbox"/> Fever	<p style="text-align: center;">- Any signs of fever (malaise, body aches, chills)</p>
<input type="checkbox"/> Temperature Check	<p style="text-align: center;">Any temperature 100.0 or greater</p>