



SPECIAL NOTICE 20-009

DATE: March 12, 2020
TO: All Personnel
FROM: Shawn Arold, Deputy Chief

DIRECTED WORK ABSENCES DURING THE CURRENT PANDEMIC

Department Personnel,

During the current pandemic, the SVFD is working to ensure our response provides the maximum protection for our employees and the public. As a result, the department is issuing the following guidance.

- Should the department determine an employee or employees have been exposed to the Covid-19 virus the employee or employees may be released from work. The employee(s) will be directed to not return to work for 14 days.
- After 14 days, if the employee(s) remain asymptomatic they will be permitted to return to work. If the employee(s) develop symptoms consistent with Covid-19 the employee(s) shall notify the department as soon as possible. In such cases the department, working with the employee(s) will determine appropriate courses of action based on the specific situation.
- If directed to leave work for a Covid-19 related exposure incident, sick leave will not be charged to the employee's account.

Should the employee(s) not want to go home, the SVFD will work with the employee(s) to make other arrangements. The department will coordinate with family members to provide support for these employee(s).

Sincerely,

Deputy Chief
Shawn Arold