



Town of Farmington Fire Department  
1 Monteith Drive Farmington, CT 06032

Phone: (860) 675-2322 Fax: (860) 675-2323

[www.Farmington-CT.org](http://www.Farmington-CT.org)

## MEMORANDUM

TO: TFFD Personnel

FROM: Steve Hoffmann, Director of Fire & Rescue Services *SH*

DATE: April 2, 2020

RE: Self-Monitoring & Personnel Screening (COVID-19)

As we continue to progress through this pandemic the identified positive cases continue to increase. While we have put in place policies and procedures to limit the risk, there is still potential requiring us as first responders to go the extra step to ensure we are healthy while responding. This is another level of protection for us and for the community to limit spread of COVID-19.

**Effective immediately**, the following procedures are to be followed:

### **Career, Part-time & Per-Diem Firefighter Staff –**

- Career, Part-Time & Per-Diem Firefighter Staff when arriving for their shift will access their assigned fire station through the identified front main entrances.
- Immediately upon entry into the fire station when reporting for duty, personnel will undergo a fever screening. Each main station has been provided with a temporal thermometer.
  - Fever screening is not a full proof method, however, in the present situation a fever remains a concerning enough indicator that the firefighter is potentially unwell.
  - All career, part-time & per-diem firefighters should be monitoring other symptoms as well including cough, shortness of breath or other respiratory concerns.
- Upon completion of the firefighter's duty shift and before leaving for the day they will conduct a fever screening
- Any career, part-time or per-diem firefighter who has a fever 100.4 or higher shall not have any further entry into the fire station.

- Immediate notification to the Director of Fire & Rescue Services shall be made. The Station Fire Chief shall also be contacted.
  - The firefighter shall return to their vehicle and place a surgical mask on themselves, if available.
  - Farmington Valley Health Director shall be contacted for further direction for self-monitoring with supervision, isolation guidance for the firefighter and their family as well as other information to assist during the 14-day quarantine period.
  - Personnel shall don PPE and disinfect the main entrance and all locations of high contact before normal access is admitted.
- Temperatures shall be logged in the Employee Screening Log (ESL) attached.
  - Upon completion of the screening process, with no indicators, the firefighter shall go immediately to wash their hands to begin their shift.
  - While the above is the procedure when the career, part-time and per-diem firefighter reports to work, if a fever or other symptoms are identified at home, they should contact the Director of Fire & Rescue Services for notification and will not report to their next duty shift.

### **Volunteer Firefighter Staff –**

- Volunteer Firefighter Staff shall be self-monitoring at home daily to ensure that a fever has not developed or that they are experiencing any of other symptoms such as cough, shortness of breath or other respiratory concerns.
  - If during the self-monitoring process the volunteer firefighter discovers they are experiencing a fever of 100.4 or higher and/or any of the symptoms they shall contact their Station Fire Chief immediately
  - The Station Chief shall contact the Director of Fire & Rescue Services.
  - The volunteer firefighter shall not respond to any calls for service until further notification and evaluation is completed by the Farmington Valley Health Department.
- Immediately upon entry into the fire station when reporting for a call for service, maintenance task, or other approved situation volunteer firefighter staff should undergo a fever screening, when possible. Each main station has been provided with a temporal thermometer.
  - Fever screening is not a full proof method, however, in the present situation a fever remains a concerning enough indicator that the firefighter is potentially unwell.
  - All volunteer firefighters should be monitoring other symptoms as well including cough, shortness of breath or respiratory concerns.
- Any volunteer firefighter who has a fever 100.4 or higher shall not have any further entry into the fire station.



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- Immediate notification to their Station Fire Chief shall be made. The Director of Fire & Rescue Services shall be contacted by the Station Fire Chief to begin the notification process.
  - The employee shall return to their vehicle and place a surgical mask on themselves, if available.
  - Farmington Valley Health Director shall be contacted for further direction for self-monitoring with supervision, isolation guidance for the firefighter and their family as well as other information needed during the 14-day quarantine period.
  - Personnel shall don PPE and disinfect the main entrance and all locations of high contact before normal access is admitted.
- Temperatures can be logged in the Employee Screening Log (ESL) to assist in tracking volunteer firefighter staff screening while at the fire station.
  - Upon completion of the screening process, with no indicators, the firefighter shall go immediately to wash their hands to prior to any contact throughout the fire station.
  - It is imperative that volunteer firefighters are self-monitoring daily to ensure they are not showing signs of possible COVID-19. They should also be conducting the screening when arriving at the fire stations to provide another level of identification and documentation. If signs and/or symptoms are identified, their Station Fire Chief needs to be contacted so the notification process can be initiated.