

# **SOUTH WALTON FIRE DISTRICT**

## **DEPARTMENTAL POLICY/GUIDELINE**



CATEGORY	TITLE	POLICY/GUIDELINE #
Emergency Medical Services	<b>Self-Quarantine Protocol</b>	Interim Policy
Prepared By: Brian Hughes, Assistant Chief		Revised Date: 03/26/2020
Approved By: Ryan Crawford, Fire Chief		Issue Date: 03/30/2020

### **PURPOSE**

To provide a protocol for employees who are required to quarantine at home following a COVID-19 diagnosis or confirmed COVID-19 exposure.

### **RESPONSIBILITY**

This protocol will apply to employees that have received a positive COVID-19 diagnosis, employees that have been upgraded from the Self-Monitoring Protocol due to a confirmed COVID-19 exposure or an onset of symptoms, and for employees returning from international travel.

### **PROCEDURES**

1. Employees are to self-quarantine at home for a minimum of 14 days. Employees should isolate themselves from family and friends as much as possible. Use of a face mask and frequent hand washing is recommended.
2. Employees are not to report for duty. If on duty, the employee should be isolated from other employees and sent home immediately.
3. For any work-related exposure, the employee should ensure they have submitted a completed exposure form to the EMS Chief within 24 hours if not completed in the Self-Monitoring Protocol.
4. For any work-related exposure, the employee should contact the HR Coordinator to complete a Notice of Injury form. The Notice of Injury form will not be submitted to Work Comp unless the employee receives a positive test result.
5. The employee should continue to complete the self-monitoring form each day to aid in tracking symptoms. This should be completed for the entire quarantine period.
6. An employee that is symptomatic after a confirmed COVID-19 exposure, should seek COVID-19 testing and medical attention if appropriate.
7. Employees returning from international travel with no known exposures or symptoms may return to work following the completion of the 14-day isolation period.

8. Unless incapacitated due to illness, the employee should submit absence requests for any missed shifts and enter "COVID quarantine" in comments.
9. The "Return to Work" protocol will be the guiding document for employees wishing to return to work. All requirements of the appropriate option should be met prior to the employee returning.