

# SCOTTS VALLEY FIRE PROTECTION DISTRICT



<b>STANDARD OPERATING PROCEDURES</b>	<b>ARTICLE: II</b>	<b>SOP: 2129</b>
	<b>SECTION: 2200 SAFETY</b>	
	<b>SUBJECT: COVID-19 Response Plan</b>	
	NOVEMBER 28, 2022 <i>Rm W. [Signature]</i>	

**Purpose:** The Scotts Valley Fire Protection District (SVFPD) is committed to providing a safe and healthy workplace for all our employees. SVFPD has developed the following COVID-19 plan, which includes policies and procedures to minimize the risk of transmission of COVID-19, in accordance with information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels.

**Scope:** This standard operating procedure (SOP) establishes general guidelines by which members of the Scotts Valley Fire Protection District can protect themselves from exposure to COVID-19. It also describes the steps to be taken should an exposure or illness occurs, and the criteria for returning to work. The expectation of the District is that this SOP will be followed by all personnel. If individuals or crews wish to work with more restrictive measures than what is recommended by CDC, CDPS, or HSA, they may do so, but cannot reduce the provisions within this SOP.

## **Procedure:**

### 1. Exposure Prevention

#### a) Education and Training

- i) SVFPD will implement employee training, along with the other provisions, as part of a multi-layered infection control approach. SVFPD and the District's Designated Infectious Control Officer (DICO) will work collaboratively all employees to assess COVID-19 hazards. The methods, public policies, and procedures for preventing and controlling infectious disease outbreaks, and other acute public health events, develop and change frequently. Therefore, SVFPD will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19.
- ii) Ongoing training and education for all personnel is required to maintain competency. It is the responsibility of the District to provide access to the most recent information and guidance regarding response to COVID-19 incidents.

#### b) Personal Protective Equipment

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- i) It is the responsibility of the District to provide employees with adequate personal protective equipment (PPE) at no cost to the employee. PPE provided by the District shall include the following items;
    - (1) N95 Facemask (disposable)
    - (2) P100 Facemask (disposable)
    - (3) Gloves (disposable)
    - (4) Eye protection (reusable)
    - (5) Face shields (disposable)
    - (6) Gowns (reusable and disposable)
  - ii) Any disposable equipment shall be discarded in an appropriate manner. Any reusable equipment shall be decontaminated prior to re-use.
  - iii) Respiratory protection equipment provided will be FDA-cleared, authorized by an FDA Emergency Use Authorization, or otherwise offered or distributed as described in an FDA enforcement policy. The District will provide employees with a sufficient number of facemasks, which must be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary (e.g., patient care reasons). It is acceptable for crewmembers to reuse masks when they have not been in close contact with the patient, and have not contaminated their mask when using it or when doffing.
  - iv) Fit testing and training for N95 and P100 face masks will be done for employees on a yearly basis by a qualified District representative in accordance with SOP 2101.
  - v) Respiratory protection using an N-95 mask should be worn by responders on all EMS calls when within close proximity to patients (within 6 feet). If N-95 masks are unavailable, responders may use a simple face mask. Gloves and basic eye protection should also be worn. The level of respiratory protection for patients with respiratory symptoms, fever, GI symptoms, or when implementing high risk procedures should be increased in accordance with SOP 2103.
  - vi) Masking requirements are subject to change and will be determined by the Fire Chief, based on current local, state, and federal guidelines.
- c) Cleaning and Disinfecting
- i) Cleaning and disinfecting of medical equipment and reusable PPE shall occur after each incident response where exposure to COVID-19 positive patient was likely to occur.



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- ii) On a daily basis identify and clean frequently touched surfaces and objects in stations and apparatus.
- iii) Hand Washing – It is very important that employees wash hands with soap and water to help prevent the spread of viral or bacterial illnesses such as COVID-19. Hand washing should be done frequently and for at least 20 seconds. The District will provide readily accessible hand washing facilities as well as alcohol-based hand rub that is at least 60% alcohol.
- iv) When a person who is COVID-19 positive has been in the workplace within the last 24 hours, the District requires cleaning and disinfection, in accordance with CDC's "Cleaning and Disinfecting Guidance," of any areas, materials, and equipment that have likely been contaminated by that person (e.g., rooms they occupied, items they touched).

## 2. Reporting

- a) Employees are required to report, without fear of reprisal, COVID-19 symptoms, possible close contacts, and possible COVID-19 hazards at the workplace.
- b) Close Contact
  - i) A close contact is defined as anyone who is within 6 feet of an infected patient or coworker without appropriate PPE for a cumulative total of 15 minutes or greater in any 24-hour period. For the purposes of this SOP, a close contact is synonymous with an exposure, and should be treated as an exposure.
- c) COVID-19 Symptoms
  - i) Symptoms of COVID-19 can vary between individuals and variances but generally may include one or more of the following; fever, cough, sore throat, shortness of breath, or vomiting/diarrhea.
- d) Employees who develop COVID-19 symptoms while on duty
  - i) Notify your immediate supervisor, who will then notify the District's DICO or designee.
  - ii) Isolate and Quarantine away from other crewmembers.
  - iii) Seek testing through the District's DICO. Testing options may include; In-house rapid tests, Community based testing, Primary physician, or County Testing.
  - iv) Report test results to the District via your immediate supervisor or DICO.
  - v) Follow the direction of the DICO for return-to-work date; this will be depended on the circumstances and current local, state, and federal guidelines.
- e) Employees who develop COVID-19 while off duty

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- i) Seek immediate medical assistance, if needed.
  - ii) Quarantine
  - iii) Notify the on duty company officer at station one. If unavailable contact the on duty Battalion Chief. The DICO shall also be notified of any reported off duty COVID-19 cases by the on duty Company Officer or Battalion Chief.
  - iv) Test for COVID-19. Testing options may include; In-house rapid tests, Community based testing, Primary physician, or County Testing.
  - v) Report test results to the District via your immediate supervisor, on duty Company Officer, or DICO.
  - vi) Follow the direction of the DICO for return-to-work date; this will be depended on the circumstances and current local, state, and federal guidelines.
3. Returning to Work
- a) Employees who test positive for COVID-19
    - i) Includes all employees regardless of vaccination status, previous infection or lack of symptoms.
    - ii) Stay home for at least 5 days after start of symptoms (or after date of first positive test if no symptoms).
    - iii) Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen\* collected on Day 5 or later tests negative.
    - iv) If unable to test, choosing not to test, or testing positive on Day 5 (or later), isolation can end after Day 10 if fever-free for 24 hours without the use of fever-reducing medications.
    - v) If fever is present, isolation should be continued until 24 hours after fever resolves.
    - vi) If symptoms, other than fever, are not resolving, continue to isolate until symptoms are resolving or until after Day 10. If symptoms are severe, or if the infected person is at high risk of serious disease, or if they have questions concerning care, infected persons should contact their healthcare provider for available treatments.
    - vii) Per CDPH masking guidance, infected persons should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.
  - b) Employees who have a Close Contact.
    - i) Test within 3–5 days after last exposure.

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- ii) Per CDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
  - iii) Strongly encouraged to get vaccinated or boosted.
  - iv) If symptoms develop, test, and stay home (see earlier section on Employees who test positive for COVID-19)
  - v) If test result is positive, follow isolation recommendations for Employees who test positive for COVID-19.
  - vi) Employees who experienced a Close Contact may stay at work or return to work as scheduled unless COVID-19 symptoms or a positive COVID-19 occur.
4. Vaccinations
- a) SVFPD encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. SVFPD will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.
  - b) An individual is considered vaccinated two weeks after completion of any Federal Drug Administration (FDA) approved COVID-19 vaccine. Vaccine boosters are also encouraged in accordance with recommendations from federal, state, and local guidelines.
  - c) Employees who decline the COVID-19 will be required to sign a declination wavier provided by the District.
  - d) Vaccination Status Tracking. It is the intent of the District to maintain the current and accurate COVID-19 vaccination status of all District employees. Management (Administrative and Battalion Chiefs) will have access to each employee's vaccination status.
  - e) Employees are required to update the District on any changes in their vaccination status.
  - f) An employee's vaccination information will remain confidential and will never be disclosed outside the administrative functions of the District without the employee's express written consent.