

March 19, 2020  
EA - 146

TO: ALL CHIEF OFFICERS  
ALL ADMINISTRATIVE SITES

FROM: CHIEF DEPUTY DAVID R. RICHARDSON JR.  
CHIEF DEPUTY DAWNNA B. LAWRENCE

SUBJECT: **COVID-19 EXPOSURE REPORTING AND MONITORING**

DISPOSITION: RETAIN IN BRIEFING MANUAL UNTIL FURTHER NOTICE

In order to protect those who serve and to reduce the chances of exposure to COVID-19, the Department has issued guidelines regarding measures to protect personnel. Please refer to EA-137, dated March 16, 2020.

The Health Programs Office (HPO) has developed a process to ensure all personnel who are experiencing symptoms while on duty, whether or not an exposure has occurred, to ensure personnel are appropriately monitored.

Additionally, a streamlined reporting and monitoring procedure has been developed to aid in the timely identification of personnel potentially exposed to COVID-19 in the course of their duties. The HPO is continuously monitoring the latest Centers for Disease Control (CDC) guidance for exposure management, and will follow the recommendations of the CDC, as directed by the Department of Public Health.

### **SYMPTOMS PRESENT WHILE ON-DUTY**

Supervisors/Managers of personnel who are experiencing one or more of the following symptoms: fever, productive cough, significant mucous production, vomiting, diarrhea, and/or shortness of breath, shall immediately send the employee home sick "S". In addition, the supervisor shall complete the *Sent Home Sick* form (Attachment I), which can be accessed by clicking the following link: <http://bit.ly/2U486Lt>.

All personnel who are sent home sick shall not return to work until having at least 24 hours without any acetaminophen (Tylenol), naproxen (Aleve), or ibuprofen (Motrin / Advil) **and without any of the above-listed symptoms**.

Personnel sent home sick will receive follow-up monitoring as determined by the Medical Director and HPO. The *Sent Home Sick* form shall serve as a record in such case that additional symptoms develop, or follow-up is required. Supervisors/Managers are expected to complete the form at the time of occurrence.

## **SUSPECTED COVID-19 EXPOSURE**

The Department of Public Health (DPH), following the guidance of the CDC, has established guidelines for the reporting and monitoring of suspected exposures to the COVID-19 virus. Per DPH and CDC guidance, a rescuer in proper personal protective equipment (PPE) is not exposed and not subject to risk monitoring.

In order to facilitate the timely follow-up of suspected exposures, **all personnel shall adhere to the following:**

- As soon as the exposure is recognized, take whatever steps are necessary to don proper PPE and mitigate the exposure.
- Ensure the continuity of patient care until the patient is released at the scene or care is handed off at the hospital.
- Decontaminate as soon as possible after care has ended by removing affected clothing, performing a thorough hand wash (using alcohol sanitizer if a hand wash is unavailable).
- Notify immediate supervisor as soon as reasonably possible, after completion of patient care, or when returning to service.
- Complete *COVID-19 Suspected Exposure Report form (Attachment II)* and submit electronically. The form is available by clicking on the following link:  
<http://bit.ly/2U2sxbl>.

The HPO will contact potentially exposed personnel within 24 hours to determine the exposure risk and provide follow-up instructions. ***All personnel shall comply with follow-up instructions as directed by the Medical Director and the HPO.***

Forms shall be completed electronically via the identified links and are accessible from any device.

For questions regarding risk determination, notification procedures, or clarification of follow-up instructions, please contact the following HPO personnel:

- Margie Chidley, Health Programs Administrator, at (213) 369-3422, or via email at [Margie.Chidley@fire.lacounty.gov](mailto:Margie.Chidley@fire.lacounty.gov).

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- Nancy Alvarez, Nurse Educator, at (213) 507-5469, or via email at [Nancy.Alvarez@fire.lacounty.gov](mailto:Nancy.Alvarez@fire.lacounty.gov).

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Attachments

**ALL PERSONNEL SHALL READ AND INITIAL**  
"A" "B" "C"