

ADOPTED: 08/12/2021

REVISED:

**PURPOSE:**

To establish procedures for notifying the Fire Chief, or designee, of COVID-19 test results.

**PROCEDURES:**

All members are expected to notify the Fire Chief, or designee, in the event they test positive for COVID-19, or they become aware that another individual who has been present in the worksite (member, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs, or the district becomes aware, that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. A member who tested positive for COVID-19 must isolate themselves from fire district activities and/or facilities for 14 days. They may only return to duty after obtaining a doctor's release.
- B. Contact the Fire Chief, or designee, by email or text message with your name, date of the test, test results and contact information.
- C. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, the district will seek to identify each member who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those members will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.
- D. Notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

Sample text for notification.

*The Fire District has been notified an individual at (Location) has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.*

*If you experience symptoms of COVID-19 illness, contact your health care provider. Jefferson Fire District will protect members medical information and will disclose it only to the degree such disclosure is strictly necessary.*

*For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).*

*If you have any questions or concerns, please contact the Fire Chief or designee.*

- E. The Fire Chief designee succession for this OG will be Division Chief, Duty Officer, Administrative Assistant.