

Dispatch Coronavirus (COVID-19) Guidelines

March 13, 2020

Purpose: The purpose of the following guidelines is to help prevent the spread of the Coronavirus (COVID-19) to the public and employees.

A. Reporting to work

All staff reporting to work for their assigned shifts will be required to complete a screening process at one of the screening entrances listed below.

1. East Annex entrance door by the Human Resource office
2. South entrance door, west of the radio tower
3. PUBLIC ONLY – at Front Lobby Door – by reception

At each entrance there will be an employee COVID-19 screening log. This log has a series of self-explanatory questions that each employee must answer. This screening will identify persons with a fever of 100 degrees Fahrenheit or greater, cough, shortness of breath, known exposure to the COVID-19 virus, travel to a high risk area/country in the past 14 days.

Any employee with a fever (100 degrees Fahrenheit or greater) or answering yes to two (2) or more questions will not be allowed to work and will need to notify their supervisor for further instructions. Employee will have to obtain a doctor's note that will release them to return to work.

B. Call Taking/Dispatching

Before deputies or units arrive on the scene, the following COVID-19 questions will be asked of the caller. Assure the caller that due to the COVID-19 pandemic we want to make sure we are taking the necessary precautions to prevent the spread of the virus. The following will need to be added to your call taking question protocol.

1. Does anyone in the residence have a fever of 100 degrees Fahrenheit or greater?
2. Does anyone in the residence have a cough, shortness of breath, or known exposure to the COVID-19 virus, or traveled to a high risk area/country in the past 14 days?
3. Any persons with a fever 100 degrees Fahrenheit or greater answering yes to two (2) or more questions will be considered a **CODE RED**. This information will need to be broadcasted via radio to the responding units prior to their arrival.