

	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	
	Time Off-PTO / Work Outside TCESD5 During COVID Pandemic	
	Effective:	4/1/2020
	Rescinds:	
	From:	C. Barron

During this time of the Covid-19 pandemic, it is extremely important that we take care of ourselves at work and outside of work. A single infection into our tight community of first responders could be detrimental to the shift or fire department.

We are asking that you:

- Use Common Sense/Good Judgement
 - If you have family, friends, etc that are not feeling well, please stay away from those individuals
 - If you work outside of TCESD5 and are exposed to people who might carry the disease, you need to think about your part time work. If exposed to the virus, what you can bring to your place of full time employment could make operations at the department compromised.
 - Continue with personal and station sanitation procedures at home and at the station

If you are not feeling well, here is what you need to do:

- Do NOT come into work if you are running a fever or had a fever within 24 hours of your shift
- Contact your supervisor about your condition
- Your supervisor will then contact a Chief Officer to advise them of the situation
- Take PTO time as necessary to get over your illness

Once you have made notice to your supervisor:

- The Medical Operation Center will be notified by an Officer and a pre-screening form will be submitted
- MOC will make contact with you to continue pre-screening and potentially schedule you with the public safety health and wellness center to come in to get tested
- Once you have been pre-screened by the MOC, you will need to contact a Chief Officer to relay the recommendations of the MOC. The recommendations of the MOC will be followed.
- You will need to take PTO time until tested and the test results are returned
- If you are diagnosed with a positive test, you will have the option to quarantine at home or at the first responder quarantine hotel where you will be isolated to a hotel room and will be served three meals a day. There will be no visitors and care packets can be dropped off if needed. You will not be released until your symptoms go away.
 - If the positive result comes back and is linked with a patient contact while at the station, workers compensation or paid administrative leave will be assigned to the employee

Timekeeping

If the member becomes ill at work and can be connected to a definitive work exposure they will need to file a workers comp claim and be placed off duty – workers comp (W2W code – OFF-WC).

If the member is not ill but is being placed off duty for a work related exposure they will need to file a workers comp claim and be placed off duty with pay (W@W code OFF-WP).

If the member is not ill but is being placed off duty for an off-duty related exposure they will be placed off duty on PTO.

If the member is ill off duty and cannot be connected to a definite work related exposure they will be placed off duty PTO.

Return to Duty

Once a member has completed a regiment directed by the MOC or has been cleared by a doctor to return to duty, they will contact a Chief Officer for approval to return to duty.

Full Time Employees

Staff that are full time with TCESD#5 are provided benefits including health, AD&D, short term disability, a pension and Personal Time Off in exchange for your commitment as a full time employee. We ask that you be responsible in your decisions to work elsewhere and consider the type of work you are doing before coming to work at ESD5 and potentially exposing others. We ask that if you are working in a part time job that could potentially put you at higher exposure to the virus you notify a Chief Officer as soon as possible.

Remember that our Personnel Handbook provides guidance in section 1.2.18 on outside employment. In part it states that outside employment cannot adversely affect the district, outside activities must not interfere with your ability to properly perform your job duties at ESD5, and the Chief has the authority to approve/disapprove outside employment.