



Windsor Township Emergency Services

Covid-19 Preparedness and Response plan

Updated 6-3-2020

This Preparedness and response plan contains six (6) sections:

1. Reconstitution
2. Planning Considerations
3. Employee Illnesses
4. Follow-up for EMS Personnel after Caring for a patient with or suspected Covid-19.
5. Key Dates
6. Safety Message Guidelines for Individuals

Reconstitution

Reconstitution is returning to normal, or new normal, sustainable operations once leadership determines continuity operations can terminate. This plan outlines the following:

- Developing strategies to get back to the new normal operations.
- Returning to the original facility operations, but with a daily screening component.
- Changes to how functions have been accomplished over past several months.

Planning Considerations

- The development of this plan and procedures for how Windsor Township Emergency Services will resume new normal operations.
- Communication with employees and inform them of policies post pandemic response.
- Coordination with Township Officials on opening up the Emergency Services Building for meetings and public functions.
- Coordinate, monitor State and Federal Guidance on Covid-19 response
- Monitor and implement guidance from the CDC on Emergency Response procedures for Covid-19
- Coordinate with Tri-County Emergency Medical Control Authority on protocols, removal of the State Model Emergency Protocols and re-implementation of the approved protocols.

Employee Illnesses:

Symptom based strategy. Exclude from work until:

- At least 3 days have passed since recovery defined as resolution of fever without use of fever-reducing medications and
- Improvement of respiratory symptoms (cough, shortness of breath)
- At least 10 days have passed since symptoms first appeared.

Test based Strategy. Exclude from work until:

- Resolution of Fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (cough, shortness of breath) and
- Negative Covid-19 test results.

Follow-up for EMS Personnel after Caring for a patient with or suspected Covid-19

1. EMS personnel who have been exposed to a patient with suspected or confirmed COVID-19 should notify the Chief or Assistant Chief to facilitate appropriate follow-up.
2. EMS leadership should develop local policies for assessing exposure risk and the management of EMS personnel potentially exposed to COVID-19. Decisions for monitoring and quarantine should be made in consultation with public health and infectious disease authorities.
3. EMS personnel should be alert for fever or respiratory symptoms (e.g. cough, shortness of breath, sore throat). If symptoms develop, it is recommended that they self-isolate and notify the Chief or Assistant Chief for further guidance.
4. **It should be noted that a provider that transports a suspected or actual Covid-19 patient is not considered to have been exposed, IF they have worn the proper PPE and have followed decontamination as outlined in Emergency Procedure's.**

Key Dates and Assignment of Responsibilities

Week of 5-19 thru 5-23

All Employees

- Continued limited access to Emergency Services Building by the public.
- Continue to daily screen all persons including employees coming into the Emergency Services Building
- Continue to disinfect high touch area's no less than 2 x a day, more if meetings taking place.

EMS Division:

- Continue previous guidance WTES Covid-19 Procedure 3. See bulletin board or Aladtec Storage folder for electronic version of updated procedure.

Third-party Deliveries/Vendors

- Third-party delivery or those that provide services to the Emergency Services Department, will be health screened and have temperature check prior to entering the building.

Tuesday May 19, 2020 meetings

- Department FT Staff Meeting- Cancelled
- Department Officer Development Meeting-Virtual
- Company Level Training-Cancelled, notes on Aladtec

Week of Sunday, May 24, 2020**All Employees**

- Continued limited access to Emergency Services Building by the public.
- Continue to daily screen all persons including employees coming into the Emergency Services Building to include checking temperature.
- Continue to disinfect high touch area's no less than 2 x a day, more if meetings taking place.

EMS Division

- Moving from Covid-19 procedure-3, to procedure-4. See bulletin board or Aladtec Storage folder for electronic version of updated procedure.
- EMS crews will be responsible for their own decon of ambulance
- EMS crews unless medically needed will no longer need to request fire for a driver.
- Ambulances to be left in current Covid-19 response condition.

Third-party Deliveries/Vendor

- Third-party delivery or those that provide services to the Emergency Services Department, will be health screened and have their temperature checked prior to entering the building.

Week of May 31, 2020

All Employees

- Continued limited access to Emergency Services Building by the public.
- Continue to daily screen all persons including employees coming into the Emergency Services Building to include checking temperature.
- Continue to disinfect high touch area's no less than 2 x a day, more if meetings taking place.

EMS Division:

- Remain at Covid-19 procedure 4. See bulletin board or Aladtec Storage folder for electronic version of updated procedure.
- Moving equipment back into the patient compartment
- Cabinets and pass thru continue to be sealed

Training Meeting June 2nd:

As scheduled, maintain social distancing as possible, those requiring closer contact requires mask.

Week of June 7th- TBD

All Employees

- Continued limited access to Emergency Services Building by the public.
- Continue to daily screen all persons/Employees coming into the Emergency Services Building to include checking temperature.
- Continue to disinfect high touch area's no less than 2 x a day, more if meetings taking place.

EMS Division:

- Remove visqueen from ambulance compartments, with the exception of pass thru window.
- **New Covid-19 procedure (5), dated 6-2-2020**

Third Party Vendors:

- Third-party delivery or those that provide services to the Emergency Services Department, will be given health screening prior to entering the building.

Safety Message Guidelines for Individuals

Additional Safety Message Guidance from the Centers for Disease Control and Prevention

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Follow PPE procedures as required
- Strongly consider using face coverings while in public
- PEOPLE WHO FEEL SICK or are running a fever SHOULD STAY HOME. You should also contact Chief Miller on top of already established sick time notifications.
- Contact and follow the advice of your medical care provider