



TOWNSEND FIRE-EMS DEPARTMENT

Proudly serving the citizens of Townsend since 1875

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DIRECTIVE

To: All Personnel
From: Mark R. Boynton, Fire-EMS Chief
Subject: COVID19Update
Date: April 10, 2020 Update

Please read entire document, changes are highlighted..

Friday March 13th an SOG for highly infected patients was issued followed by a March 23rd Directive in Covid19. As the pandemic progresses we will continue to monitor the situation and recommendations from CDC, FEMA, MEMA, DPH. At this time the SOG issued continues to be the best practice. Please make sure you are familiar with this guideline and respond as indicated.

SOG key points- No Change - All medical calls the response and number of emergency responders shall be limited as much as possible. Proper protective equipment for routine medical calls shall be gloves and surgical mask. If COVID19 is suspected PPE shall be a surgical mask, double pair of gloves, safety glasses, Tyvek suit or gown. It is important to put a surgical mask on the patient as soon as possible if they will tolerate it. If the suspected COVID19 patient is in need of life saving measures such as nebulizer treatment, CPAP, intubation, CPR or rescue breathing all responders with patient contact shall wear a N95 mask. Nebulizer and CPAP must be discontinued prior to entering the emergency room. If proper protective clothing is utilized the risk of exposure is very low.

Supply's – Updated - We now have 75 Medical Grade N95 masks, 50 are in response vehicles and 25 are in supply. 5 boxes of surgical masks (250) and 100 KN95 surgical masks. A word of caution these are not N95 mask. They have ear straps instead of head straps, they are white not blue do not use these in place of N95 masks. We also have 75 construction grade N95 construction masks that can be also be used in place of surgical masks if we run out, 200 gowns sizes 2x and 4x and plenty of gloves. Because we have no idea how long this pandemic will last and how long it will take to get supplies if N95 masks are used on a call do not dispose of them unless they were splashed with bodily fluids. After the call place them in a brown burger box located in supply room, write you name on it and it can be reused by the same person five times. This will be your assigned mask until it can be replaced. Same procedure will be used for surgical mask following DPH Comprehensive PPE Guidance dated April 5, 2020 We have received “Aerosol Boxes” that we hope will limit the exposure to providers during aerosolizing procedures.

Everyone will need to be trained on its intended use to be proficient at using them, we will be putting together a video or instructions on how they should be utilized.

Off Duty Exposure – No Change - Out of an abundance of caution if you have a family member living in your house that has been exposed and is quarantined you will not be allowed to work until that family member test negative and is allowed to return to work. If the family member test positive you will not be allowed to return to active duty for 14 days after exposure.

If you are in close contact with friends, family members or personnel you work with at another place of employment and they becomes symptomatic you must inform Captain Scott or Captain Grimley as soon as possible and prior to reporting for duty or responding to any calls. To limit exposure other emergency responder and patients you will not be allowed to return to work and respond to any calls until you are cleared by Captain Scott or myself. If you become systematic do not respond to calls or shifts to work. Notify your PCP for guidance then notify Captain Scott or myself.

Confirmed Cases – Updated – As of today there have been 7 confirmed cases of COVID19 reported in Townsend with NO deaths.

Addresses for positive cases have been marked on the I Am Responding map with a stop sign symbol that says COVID 19. All personnel are to check IAR when responding to calls and wear the appropriate PPE when responding to these locations. Attwood Acres and Townsend Woods and other locations have also been marked in IAR with a Biohazard symbol because the individuals living at these locations are at high risk. All calls to these locations personnel shall wear a surgical mask to protect the residents. PPE supplies have been placed on all fire apparatus with the exception of the forestry vehicles.

All responses to suspected COVID19 patents shall be documented as an exposure or potential exposure. See attached “ADVISORY 03-02-2020” Again if crew members were properly protected the risk is low. When completing the PCR for a suspected or confirmed COVID 19 patient there is a new AmbuPro intelliform to be filled out by the primary technician, please see Captain Scott or fulltime staff to assist you. Per Massachusetts Department of Public Health memorandum dated March 19th and CDC Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-for-ems.html> those crew members can continue to work if it will affect staffing levels. However they shall be monitored for symptoms at the start of each shift and must wear a surgical mask while at work.

Unprotected exposure to individuals with COVID19 will follow CDC Guidelines <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html> placed on inactive status and self-quarantine for 14 days.

Inspections- No Changes – All annual inspections are on hold, all other inspections (oil burner, propane tank, smoke/CO etc) will continue as they are low risk and essential. The Governor has allowed home owners to defer 26F and 26F1/2 inspections for 90 days after the state of emergency is terminated if the buyer agrees to accept responsibility. If an owner or buyer calls indicating they will be deferring the inspection please record the name, date, address and contact information and

forward it to Captain Grimley and myself so we can follow up. When conducting inspections please adhere to the following guidelines:

- Prior to the inspection, on the same day as the inspection call the occupant or relator and ask if anyone in the house is sick or has been sick? If the answer is yes the inspection shall be rescheduled 21 days in the future. The occupant/relator shall be directed to the Governors order allowing deferral of inspection as an option.
- Personnel may wear and surgical mask while performing inspections, keep 6 feet away from all other people and limit the time in the dwelling.

Staffing – Updated – Current staffing levels are slowly dropping and full-time staff are working a ton of overtime to fill shifts. We now have two people in quarantine opening up additional shifts. We have five personnel that are on leave of absence and one that has resigned due to COVID19. We are now showing signs of impending staffing shortages with full-time staff pickup on the open shifts. Remind to paid-on-call personnel to let Captain Grimley know if you are available to work during this unprecedented time. We will continue to follow our staffing policy as long as possible. Knowing additional staff are available to maintain a fire response and drive EMS apparatus will be helpful moving forward. We are also prepared to implement the following emergency staffing plan when and if necessary.

Phase one – In the event we lose additional per diem staff causing us to run short on weekends the two Day shift Captains that currently work M-R or T-F will transition to Sunday through Wednesday and Wednesday through Saturday. They will overlap and both work on Wednesdays. This does not change the number of hours work, it only changes the schedule and provides coverage on the weekends by reducing staffing week days.

Phase two – In the event we lose additional per diem staff causing us to run short nights and weekends we transition to 3 groups of two. This throws out our current staffing model. Puts the 6 full-time staff into three groups working 24 hours with two days off changing to from a 40 or 42 hour work week to a 56 hour work week. This option works if we continue to have per diem personnel willing to supplement staffing during week days when call volume is typically highest.

Phase three – If we have very little or no per diem staff remaining and 2 personnel on duty is insufficient to run safely and effectively. The 6 FTE form two groups of 3 working 24 on 24 off which equates to a 84 hour work week. This is a desperate measure for desperate times.

Health Screening – Updated – At the beginning and end of each shift personnel shall screen each other for signs of COVID19 by taking each other's temperature and record any signs or symptoms. This means personnel working 10 hour shift will be screened twice. Personnel working a 24 will be screened 3 times etc. The information shall be recorded in the log book located in the kitchen.

Anyone with a temperature greater than 100.4 shall notify Captain Grimley or Captain Scott and you will not be allowed to work.

Effective immediately anyone including call members entering the secured area of a Townsend Fire-EMS station shall be screened. Log books and information books have been placed at the Harbor and West Stations. Understandably we do not expect you to screen prior to responding to a call. You must be screened after a calls. ALL MEMBERS are encouraged to conduct self-screenings at home twice daily and to contact Captain Scott or myself if you become symptomatic.

Effective immediately all personnel will wear a face mask while on duty. While performing non-emergency functions handmade masks or bandanas are sufficient. While on ALL emergency calls medical grade surgical masks shall be worn. While responding to medical calls the Highly Infectious Patient SOG shall be followed.

COVID19Testing – Updated – CVS Pharmacy 720 Boston Turnpike in Shrewsbury MA has been closed and 2 new locations have been established for public safety personnel. Gillette Stadium in Foxborough and the Big E Fairground in West Springfield. Both sites are open from 9am to 5pm 7 days a week by appointment scheduled in advanced by the department. Test results for symptomatic personnel will be expedited and provided in 24-48 hours. Asymptomatic personnel will take 3-5 days.

In addition to the two sites above there is a rapid test site in Lowell, located in the parking lot of the Showcase Cinema capable of testing up to 1000 patient per day with results in 15 minutes. This testing is open to the general public and can be schedule on CVS.com. I checked out the site and found they are screening patients online so it is unlikely you will be schedule for a test unless you are symptomatic, have been referred by your PCP or are high risk.

Training/Meetings – No Change – All department meetings and training are canceled until further notice. Training and policies related to the COVID19 Pandemic is available on Fire Rescue1 Academy. <https://olt.firerescue1academy.com/login/#login>

Officers are now meeting weekly online Tuesday nights at 6pm to stay up-to-date on current events and changes.

On Duty Personnel at the start of each shift shall review the latest COVID19 information located in the “COVID19 Information and Reference Material” binder also located in the kitchen at the central fire station. Once the material have been reviewed the training log shall be dated and signed.

On-call-personnel are encouraged to stop by the central station to review the information or it can be viewed and acknowledged as being viewed on Fire Rescue 1 Academy. A ton of information is also available in the members only section of the Fire-EMS website.

All personnel shall watch the attached PPE donning and doffing video as soon and possible. This maybe done on Fire Rescue 1. On duty personnel can clicking the link below and complete a training sheet and submitting it to Captain Scott.

<https://utmb.ensemblevideo.com/hapi/v1/contents/permalinks/Nk9n7Q6H/view>

All personnel please take note, this document is a directive and shall be followed by all personnel. Failure to abide by this directive will result in disciplinary action.

SHELTERING INFORMATION – Some of you may have loved ones at home that are elderly or have underlying conditions that put them at risk. I understand you may be concerned they could be exposed to COVID19 as a result of you being on the front lines responding to calls. For this reason we have secured and furnished a 3 bedroom townhouse apartment on Spaulding Street. Fire-EMS personnel seeking shelter away from family are encouraged to contact me to make arrangements to stay at this location. An emergency plan for additional sheltering of Department personnel has also been established.

Phase one – Utilize the currently established Spaulding Street location for healthy firefighters quarantined due to exposure or self-quarantined to not expose high risk family members.

Phase two – Cots have been staged at the Harbor Station for additional sheltering as needed. For sick or health personnel depending on the need.

Phase three – We have a verbal agreement to utilize a three bedroom apartment on North End Road for sheltering of sick or healthy personnel depending on the need.

Phase four – If needed we have two RV's available that will be placed behind the Harbor station, hooked up to power and sewer to shelter sick or healthy personnel as needed.

Note – Spaulding Street will only be used for healthy (asymptomatic) personnel as this location is in the middle of a townhouse. The intent is to have plans to shelter healthy personnel in separate locations than sick to limit exposure. The decision will be made on all other locations depending on the need at the time. It is also the intent to keep sick people out of the Harbor Station if possible.

GENERAL INFORMATION -

US Fire administration and Mass Fire Marshal's office has established a special study code in fire reporting. On the basic page of fire report there is not two fields that must be completed to record COVID19 related calls.

OEMS Protocol changes to discourage transport of healthy patients between the ages of 18-55. Please read and review the protocol for further details.

Mutual aid and cover assignments – we will do our best to keep you informed. Currently our border towns have no restrictions, it is business as usual. If we go outside our border towns its likely you will be required to remain outside the station with the vehicle and only allowed to enter to use the restrooms.

Until further notice no visitors will be allowed at any of the Fire-EMS Fire stations. This includes friends and family members working nights or weekends.

In the event an ambulance strike team is requested for an out of town response related to COVID19 contact the duty officer for guidance. If we can fulfill the request we will with one ambulance and two personnel only.

As you know things are changing daily and we are doing our best to keep you informed and safe.