

**Municipality of Anchorage  
Anchorage Fire Department  
Memorandum**

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**DATE:** March 19, 2020

**ADM 20-04**

**TO:** All AFD, CVFR, GFD Personnel

**FROM:** Jodie Hettrick, Fire Chief  
Tim Benningfield, Fire Chief, CVFR  
Michelle Weston, Fire Chief, GFD

**SUBJECT: Screening of Personnel at Start of Shift or Work Period**

Effective immediately, all personnel shall undergo a screening process before starting each shift or work period

Please follow the process below without exception as you report for duty:

1. **For all fire stations and admin buildings, every door is an exit, but there is only one dedicated entrance. Each entry location should have notification with instructions on how to proceed into the facility.** For AFD, Senior Captains are responsible for placarding Fire Station entrances and designated eval area. For other work sites the designated Facility Manager is responsible.
  
2. At the beginning of every shift, employees entering the station or work site shall complete a screening and self-check at the designated location to determine if “sick” or “not sick.” Each member must notify the Company Officer, Lead or 40 hr Supervisor verifying they have completed the self-check. The Company Officer, Lead or 40 hr Supervisor should:
  - a. Designate an entry point and screening area for oncoming crew members to enter the station or work site.
  - b. Establish a process wherein *members reporting for duty enter and screen one at a time* in a controlled fashion
  - c. On duty Company Officer, Lead or 40 hr Supervisor are responsible to ensure that members arriving to work and/or to relieve the on-duty crews are in compliance with current out of state travel guidelines and the screening symptom criteria below
  - d. Temperature screening:
    - to be performed with an oral thermometer that is designated for that task. The thermometer should be decontaminated after each use
    - Fever (38 C/100.4 degrees F) *a temperature must be taken as arriving for duty, and at the halfway point of work period and end of shift.*

3. **If a crew member has one or more of the following symptoms immediately leave the location and return to your vehicle and notify your chain of command:**
  - a. Has the employee had a recorded fever of 38 C/100.4 F or greater, or experienced symptoms in the past 24 hours that could represent fever, such as unexplained chills
  - b. Condition causing employee to have episodes of sneezing or nose blowing not controlled by simple over the counter medication or patient's own prescription
  - c. Sore throat associated with fever
  - d. Uncontrolled cough such that employee is likely to cough when among colleagues or attending to patient care. Cough lasting more than two weeks and not under care of HCP
  - e. New onset or ongoing Common Cold or Influenza-like illness (fever and cough, shortness of breath)
  - f. Diarrhea associated with an acute illness
  - g. Body aches and pains of presumed infectious cause
  
4. **By reporting for duty and completing the screening, each member affirms to the Company Officer, Lead or 40 hr Supervisor that they do not have any of the symptoms listed above**
  
5. **For 56 hr members, at the halfway point and prior to the end of shift, the Company Officer should have each member reevaluate themselves by completing a self-check.**

**If an employee is "sick" and/or becomes symptomatic prior to starting or during a shift or work period:**

1. Immediately send them back to their vehicle.
2. Advise AFD personnel to immediately contact the on duty AFD Safety Officer at:
  - 267-5066 (office)
  - 529-6794 (cell)CVFR and GFD personnel will receive further instructions from their Chain of Command.
3. The employee should anticipate being sent for testing and then home for isolation and/or quarantine.