



## Appendix 1 to Administrative Order 2020-001

March 15, 2020

City of Huber Heights  
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### Policy Statement

The City of Huber Heights realizes the importance of maintaining a healthy workforce, especially during times of potential stress and risk of exposure to infectious disease. Public Safety personnel are in a class of high-risk exposure regarding the current concerns of the spread of Coronavirus. It is critical the City protect the workforce first for the safety of the employees, and also to prevent undue disruptions to staffing resulting in diminished delivery of service

In order to operationally comply with the provisions of Section 2 – Social Distancing of Administrative Order 2020-001, the Public Safety Department will enact the following procedures for handling of certain non-emergency routine calls within the Police Division and Fire Division in order to reduce the non-required face-to-face contacts of personnel with others.

#### 1. Fire Division Handling of Non-Emergency Calls for Common Symptoms, Non-EMS Removal

- a. Transportation to Emergency Departments for symptoms of the Common Cold, Influenza, and COVID-19 are adding to the burden on the health care system including taking Emergency Advanced Life Support EMS vehicles out of service. Persons with ordinary symptoms to the Common Cold, Influenza, COVID-19 will not typically receive testing for Influenza or COVID-19. Transportation to an Emergency Department could actually increase the patient's chance for exposure to any of these illnesses.
- b. Anyone with common symptoms (low grade fever, cough, sore throat, runny nose, muscle body aches, headaches, and fatigue) with onset of the illness being less than a week ago, without further complications (Chest Pain, dyspnea, abnormal lung sounds, and severe dehydration) **should remain at home and treat the symptoms.**
- c. Therefore, transportation of these individuals by an EMS Unit vehicle shall not be recommended as these signs and symptoms are not indicative of an Emergent Condition requiring transport in an EMS unit.
- d. EMS Personnel will recommend typical over-the-counter pain relievers (such as Ibuprofen, Acetaminophen), and decongestants can be taken to relieve symptoms. Patients fitting this category will be referred to a family physician or Urgent Care.
- e. If the patient has chronic risk factors such as: Heart Disease, Lung Disease, or Diabetes, then treatment and transport will be considered

as a possibility. If the patient has any abnormal vital signs (including temperature over 103.5 F), or if underlying conditions are suspected, transportation to an Emergency Department will be provided. In all cases, and on-scene EMS personnel have the authority to recommend transport regardless of severity if they feel it is in the best interest of the patient and the delivery of service.

- f. All patients who are willing, should receive a thorough assessment prior to being considered for non-transport.
- g. This Restricted transport protocol has been reviewed and suggested by The Medical Director, Dr. Chris McIntosh DO and the Fire Chief.

## **2. Police Division Handling of Non-Emergency Routine Calls For Service, Investigations and Complaints**

- a. Upon receipt of a non-emergency call and request for a police officer to respond for the sole purpose of a routine investigation or documentation of complaint, the incident will be handled remotely by phone and/or other methods such as email.
  - i. The communications officer receiving the complaint will inform the caller the reporting officer will contact them by phone
  - ii. The shift supervisor will monitor the calls for service to determine if they should be handled remotely or a face-to-face response is required
- b. The reporting officer will verify through interview of the reporting person that the reported circumstance does not necessitate an on-scene response. Should the officer feel the circumstance does require contact, they have the authority to do so.

This Appendix will be attached to Administrative Order 2020-001 and thereby is in effect immediately.