

**CONWAY VILLAGE FIRE DISTRICT  
COMMISSIONERS MEETING  
Thursday, December 17, 2020, 5:00 p.m.**

**The meeting was called to order at 5:02 p.m.**

Commissioners present: Steve Bamsey, Michael Digregorio, Via Zoom Tom Buco

Others present: Chief Solomon, Superintendent Adam LePrevost, Amy Snow

Absent:

Public:

FIRE CHIEF'S BUSINESS

Chief Solomon explained to the Commissioner's he has received a grant from the State of NH/Granite State Rural Health for Electrostatic Sprayer. The spryer will be used for airborne decon for the ambulance. There was no paperwork involved Chief explained, he just had to sign for it.

**Mr. Buco made a motion to accept the Grant from the State of New Hampshire/ Granite State Rural Health, motion seconded by Mr. Digregorio; Motion passed 3-0-0.**

Chief reported that they have been keeping busy and he has been preparing for the vaccine administration for the first responders projected for the first week of January pending approval.

SUPERINTENDENT'S BUSINESS

Adam reviewed Critical Employee Pandemic Travel Policy with Commissioners that he and Chief Solomon drafted in September (see attached). Adam explained the office is closed to the public at this time.

Mr. Buco expressed his concern that the staff had a Christmas lunch in the lunchroom without masks. Adam responded that the staff is like his second family and we are together all week and does not for see a problem because we are in the same proximity every day. Mr. Bamsey asked if more should be done to put safeguards in place because of the increase in numbers. Adam responded he is working on a plan that would rotate the office staff to separate them. This plan is if the pandemic gets out of control and we had to go into lockdown mode.

There is an office procedure book that Amy has written that is detailed on how to run the office and perform transactions on BMSI.

Chief Solomon explained some of the protocols in place at the Fire Station regarding masks and quarantining. Discussion ensued around testing.

Adam informed the Board that he has talked to a forester that will be doing clearing some trees on Bald Hill for someone who boards the property around the tanks. Adam would like to have some tress that are 30 ft. tall on the outside of the fence taken down while the forester is there.

Adam is proposing that the Hunts who boarder CVFD property line allow CVFD to cut 15ft. on their property so that there would be a 30ft total radius around the fence to protect the wells. CVFD would give the Hunts the proceeds from their 15ft. piece cleared on that side and keep the proceeds from the other sides of the fence cleared he is also proposing CVFD maintain the 15ft. on the Hunts side to keep the fence clear. Mr. Digregorio is not sure he supports committing CVFD to mowing their property.

*Check future meeting minutes for any amendments or changes to these minutes.*

**Mr. Bamsey made a motion to approve items A-B, to include Weekly payroll and Manifest motion seconded by Mr. Buco;**

**Discussion:**

**Motion Passed 3-0-0.**

**Mr. Bamsey made a motion to approve and sign the Fire Chiefs' timesheet for the week ending, 11/8/2020 motion seconded by Mr. Buco; Motion passed 3-0-0.**

**Mr. Bamsey made the motion to approve the meeting minutes, 11/8/2020 motion seconded by Mr. Buco;**

Mr. Buco asked if the ambulance collections should be attached to the minutes for the public record.

**Motion passed 3-0-0.**

The next commissioner's meeting will be on 11/17/2020

There being no other business to come before the board, the meeting adjourned without objection at 6:21 p.m.

Respectfully Submitted,  
Stacy Bolduc

21720

**Sewer Fund**  
**2020 Expenditures and 2021 Budget**  
**EXPENDITURES**

<b>Administrative</b>	<b>2020 Budgeted</b>	<b>Projected 2020 Expended</b>	<b>2021 Requested</b>
Salaries - Full Time	\$ 139,018	\$ 130,035	\$ 148,000
Overtime	\$ 3,000	\$ 2,206	\$ 7,000
Insurance Benefits	\$ 51,000	\$ 51,100	\$ 67,200
FICA	\$ 8,890	\$ 8,200	\$ 9,750
Medicare	\$ 2,100	\$ 1,917	\$ 2,300
NH Retirement	\$ 16,025	\$ 14,357	\$ 19,700
Worker's Compensation	\$ 2,185	\$ 2,185	\$ 2,185
Audit/Accounting	\$ 5,200	\$ 4,675	\$ 5,300
Legal/ Professional Services	\$ 7,500	\$ -	\$ 7,500
Telephone	\$ 3,500	\$ 4,013	\$ 3,700
Uniforms (aka cthng allnc)	\$ 1,200	\$ 769	\$ 1,200
Electricity	\$ 59,000	\$ 38,753	\$ 50,000
Heat	\$ 2,500	\$ 1,526	\$ 2,500
Property Liability Insurance	\$ 6,317	\$ 6,317	\$ 6,548
Office Expenses	\$ 7,500	\$ 5,889	\$ 7,000
Unemployment Insurance	\$ 118	\$ 118	\$ 118
Fuel	\$ 3,000	\$ 2,141	\$ 3,500
Operating Expenses	\$ 14,000	\$ 8,509	\$ 15,000
Training/Licenses	\$ 1,600	\$ 392	\$ 2,000
Sewer Testing	\$ 2,500	\$ 2,302	\$ 2,500
NCWP bill	\$ 397,000	\$ 403,000	\$ 405,000
Chemicals	\$ 3,000	\$ 2,993	\$ 4,000
Equip. Maint. and Repair	\$ 5,500	\$ 2,634	\$ 5,500
Generator fuel/maint.	\$ 2,500	\$ 3,271	\$ 3,300
Equip./Tools purchaces	\$ 2,500	\$ 2,516	\$ 2,500
Vehicle Maintenance	\$ 2,500	\$ 2,253	\$ 3,000
Road Repair	\$ 500	\$ 610	\$ 1,000
Dump Truck Services	\$ 1,000	\$ -	\$ 1,000
Misc. Expenses	\$ 1	\$ -	\$ 1
Building Maintenance	\$ 5,000	\$ 3,418	\$ 5,500
Grounds Maint.	\$ 250	\$ 27	\$ 250
<b>TTL Operating Expenses</b>	<b>\$ 755,904</b>	<b>\$ 706,126</b>	<b>\$ 794,052</b>

## Sewer Fund REVENUES

	2020 Anticipated	2020 Actual	2021 Anticipated
User Fees	\$ 628,611	\$ 627,241	\$ 671,846
Betterment Fees	\$ 337,461	\$ 337,712	\$ 337,387
Connection Fees	\$ -	\$ 9,200	-
Penalty Fees	\$ 4,000	\$ 3,195	\$ 4,000
NCWP	\$ 90,000	\$ 109,600	\$ 100,000
Interest	\$ 8	\$ 8	\$ 8
Administrative fees	\$ 450	\$ 480	\$ 450
Miscellaneous	\$ 2,750	\$ 4,382	\$ 2,500
Sale of inventory	\$ -	\$ -	\$ -
Sale of District Property	\$ -	\$ -	\$ -
State Aide Grant (SAG)	\$ 285,578	\$ 285,578	\$ 285,188
<b>Total Sewer Revenues</b>	<b>\$ 1,348,858</b>	<b>\$ 1,377,396</b>	<b>\$ 1,401,379</b>

### STATUS QUO - CURRENT IMA

Projected Operating Expenses (Art. )	\$ 794,052		
2010 Sewer Debt (Art. )	\$ 250,280		
Force Main Debt 2016 (Art. )	\$ 382,670	\$632,950	
New Truck	\$ 50,000		
*STAR Trust Fund (Art. )	\$ 21,667		
Sewer Maintenance Trust Fund (Art. )	\$ 8,050		
<b>Sub Total</b>	<b>\$ 1,506,719</b>		
SAG	\$ 285,188		
Fund Balance	\$ 21,550		
From Trust Funds	\$ 37,000		
Projected Revenues	\$ 1,116,191		
	\$ 50,000	on taxes	\$0.21
<b>Net gain</b>	<b>\$ 3,210</b>		



# General Fund - DRAFT 12/17/2020

## 2020 Expenditures and 2021 Budget

### EXPENDITURES

Administrative	2020 Budgeted	2020 Expended	2021 Requested
Audit and Accounting	\$ 5,400	\$ 4,734	\$ 5,400
Legal/Professional	\$ 10,000	\$ 188	\$ 10,000
Property/ Liability Ins.	\$ 229	\$ 229	\$ 242
Workers Compensation	\$ 15	\$ 15	\$ 15
Annual Meeting	\$ 250	\$ 479	\$ 250
Travel Expense	\$ 1	\$ -	\$ 1
Miscellaneous	\$ 1	\$ 1,341	\$ 1
Office Expense	\$ 8,000	\$ 7,200	\$ 8,000
Building Maintenance	\$ -	\$ -	\$ 2,800
<b>General/Admin Total</b>	<b>\$ 23,896</b>	<b>\$ 14,186</b>	<b>\$ 26,709</b>

### Elected Officials

Payroll	\$ 7,650	\$ 7,650	\$ 7,650
FICA	\$ 474	\$ 474	\$ 474
Medicare	\$ 111	\$ 111	\$ 111
<b>Elected Officials Total</b>	<b>\$ 8,235</b>	<b>\$ 8,235</b>	<b>\$ 8,235</b>

### Pequawket Park

Maintenance	\$ 6,500	\$ 6,245	\$ 11,500
Electricity	\$ 800	\$ 410	\$ 450
<b>Pequawket Park Total</b>	<b>\$ 7,300</b>	<b>\$ 6,655</b>	<b>\$ 11,950</b>

<b>Total General Fund Expenditures</b>	<b>\$ 39,431</b>	<b>\$ 29,076</b>	<b>\$ 46,894</b>
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### Miscellaneous expenses

Card for Mike \$4.00  
 Flag holders \$104.00  
 New flags and hardware \$1,233.00

### Annual Meeting overage

posting for public hearing CHS contract

# General Fund - **DRAFT 12/17/2020**

## REVENUES

	2020 Anticipated	2020 Actual	2021 Anticipated
Miscellaneous	\$ 3	\$ 4	\$ 3
Interest	\$ 2,300	\$ 2,550	\$ 2,400
<b>Total Revenues</b>	<b>\$ 2,303</b>	<b>\$ 2,554</b>	<b>\$ 2,403</b>

\$ 251

		2020
Operating Expenses (Art. 2)	\$ 46,894	\$39,431.00
Building Maint Trust Fund (Art. )	\$ 25,000	\$25,000.00
Park Maint Trust Fund (Art. )	\$ 2,000	\$2,000.00
Sub Total	\$ 73,894	\$66,431.00
Fund Balance Off-set	\$ 15,000	\$12,000.00
Projected Revenue	\$ 2,403	\$2,303.00
<b>To be raised by taxes</b>	<b>\$ 56,491</b>	<b>\$52,128.00</b>

2021 estimated tax                      \$0.24 per \$1,000  
 2020 tax rate                                 \$0.21

2020 valuation  
 \$239,472,500

2021

**Fund Balance to be left (15% of \$66,431)**  
 \$9,965

\$66,431

-\$15,000

<i>Unassigned</i> Fund Balance available as of 12/31/2019         \$81,733
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\$51,431

To see if the District will vote to raise and appropriate the sum of forty-six thousand eight hundred ninety-four dollars (\$46,894) for general municipal operations; this amount to be offset by five thousand dollars (\$5,000) from Fund Balance. This is a tax funded article. This article does not include appropriations contained in special or individual articles addressed separately.

**[Recommended by the Board of Commissioners 0-0-0] (Majority vote required)**

To see if the District will vote to raise and appropriate the sum of twenty-five thousand dollars (\$25,000) to be added to the Building Maintenance Capital Reserve Fund previously established. Five thousand dollars (\$8,000) to come from fund balance with twenty thousand dollars (\$17,000) to be funded by taxation. Balance as of December 31, 2019, eighteen thousand seven hundred ten dollars and fifty-one cents (18,710.51).

**[Recommended by the Board of Commissioners 0-0-0] (Majority vote required)**

To see if the District will vote to raise and appropriate the sum of two thousand dollars (\$2,000) to be added to the Pequawket Park Maintenance Capital Reserve Fund previously established to be funded by fund balance with no amount from taxation. Balance as of December 31, 2020, three thousand four hundred nine dollars and forty-seven cents (3,409.47).

**[Recommended by the Board of Commissioners 0-0-0] (Majority vote required)**



## Critical Employee Pandemic Travel Policy

For Employees of the Conway Village Fire District (CFVD) Water / Wastewater departments as of Sept 2020 whom have traveled could be subject to this policy. Pandemics are tough and scary for many people, the safety and protection of the office and field staff is paramount to the smooth operation of a critical utility.

The New Hampshire Bureau of Infectious Disease Control(CDC) Guideline to travel and the need to self-quarantine will be followed as the information is available. If possible the option will be given for an employee of the Conway Village Fire District to work from home during the Quarantine. However, for the purpose of this Policy Critical Employees are labeled as such: Essential to the functioning of the business and substantial business impact would be experienced if the employee does not work in person.

The Conway Village Fire District urges all employees to refrain from travel during times of a pandemic. Understanding that, travel may be unavoidable, for the purpose of this Policy Essential Travel is as follows: travel for personal safety, medical care, care for others, parental shared custody, for food, beverage or medicine.

Adjustments will be made for those employees who can work during their quarantine time separated from the office and other personnel and still fulfill their duties.

This policy will be subject to change based of CDC recommendations in the future. Listed below will be each event and changes to the event as they are published by the CDC. As the publications come forward and are published, it will be printed and shared by the Superintendent.

Appendix A contains COVID – 19 Daily Health Screen, The Employee will fill out date left for travel and date returned.

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*List of Implemented CDC Pandemic travel restrictions*

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- Covid – 19
  - Current travel restrictions as of August 27, 2020 New England (Vermont, Maine, New Hampshire, Massachusetts, Connecticut, and Rhode Island) are allowed to be regularly traveled with Personal Protective Equipment (PPE) and no quarantine is needed any outside travel will require 2 week quarantine
  - A suitable thermometer will be used upon showing up each day to work and will be recorded. Any Temperature over 100.4 CVFD will not allow employee to remain at work and shall notify superintendent

# Appendix A

## Covid -19 Health Screen

Employee Name: \_\_\_\_\_

Date of return from travel: \_\_\_\_\_

Date	Temp °F	Any change in sense of smell or taste	Any Shortness of breath, cough, sore throat, Nasal congestion or runny nose	Any muscle aches, chills or sever fatigue	Any Nausea, Vomiting, or Diarrhea	Initials

Superintendent Signature: \_\_\_\_\_

Superintendent Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



# Stay at Home 2.0

UNIVERSAL GUIDELINES

## COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



# STAY AT HOME 2.0

## UNIVERSAL GUIDELINES

### Universal Guidelines for All New Hampshire Employers and Employees

These guidelines apply to businesses and organizations that have been deemed essential and remained open during the “Stay at Home Order” and those that are re-opening all or a portion of their operations.

These guidelines are based on recommendations from the U.S. Centers for Disease Control and Prevention (CDC), Equal Employment Opportunity Commission (EEOC) and Occupational Safety and Health Administration (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees must take steps to either stay open or reopen safely. These guidelines are based on what is currently known about COVID-19 and are intended to protect the public’s health and allow New Hampshire to remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidelines, as those guidelines are set forth.

Employers must comply with the following guidelines:

- 1. Employers must require all employees who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:**
  - a. Fever
  - b. Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
  - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
  - d. Changes in a person’s sense of taste or smell
  
- 2. Employers must develop a process for screening all employees reporting for work for COVID-19 related symptoms as follows:**
  - a. Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.



# STAY AT HOME 2.0

## UNIVERSAL GUIDELINES

- b. The screener should ask the following questions:
      - i. Have you been in close contact with a confirmed case of COVID-19?
      - ii. Have you had a fever or felt feverish in the last 72 hours?
      - iii. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
      - iv. Are you experiencing any new muscle aches or chills?
      - v. Have you experienced any new change in your sense of taste or smell?
    - c. Document the temperature of all employees daily before their shift:
      - i. Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
      - ii. If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.
- 3. Employers must handle employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever) as follows:**
  - a. Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.
  - b. Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.
- 4. Employers must strongly promote frequent hand hygiene and alcohol-based hand sanitizer must be made readily available as follows:**
  - a. Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.
- 5. Implement workplace cleaning and disinfection practices:** These practices should follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours. Employers must develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.



# STAY AT HOME 2.0

## UNIVERSAL GUIDELINES

6. **Mitigate exposure:** Employers must reduce the risk to employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implement social distancing guidelines, and modify employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be limited and employees should maintain a safe distance of at least 6 feet from others at all times.
  - a. Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
  - b. Employers should promote etiquette for coughing, sneezing and handwashing. Employers should provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
  - c. If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.
7. **Allow Employees to work from home as much as practical:** Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible while still allowing a business to open.
8. **Plan for potential COVID-19 cases:** Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, employers must work in a manner to ensure privacy rights.
9. **Covered employers and employees should be reminded of the provisions of the federal Families First Coronavirus Response Act:** This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
10. **Update the Employee Illness Policy:** Employers must review their policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Employers should maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire. All staff should sign the policy,



# STAY AT HOME 2.0

## UNIVERSAL GUIDELINES

and the policy should be posted for confirmation.

- 11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace:** Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees must comply with the following guidelines:

- 1. Stay home when feeling ill:** Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.
- 3. Increase hygiene practices, including:**
  - a. Wash hands and use hand sanitizer frequently
  - b. Avoid touching the face, eyes or mouth
  - c. Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
- 4. Wear a cloth face covering:** While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on [use of cloth face coverings](#). Medical-grade masks should be reserved for healthcare workers or first responders.
- 5. Practice social distancing:** To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more





# STAY AT HOME 2.0

## UNIVERSAL GUIDELINES

feet between one another at all times.

6. **Abide by employer, local and state guidelines:** Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state must follow these guidelines and other best practices set forth in this document.

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or <https://businesshelp.nheconomy.com/hc/en-us>.





**EMERGENCY SERVICE MEMBERS – COVID-19 UNPROTECTED EXPOSURE GUIDELINES**  
**MARCH 21, 2020 – 1500 HOURS**

**THIS BULLETIN IS BEING ISSUED TO ASSIST POLICE, FIRE, AND EMS CHIEFS IN DECIDING IF A MEMBER OF SERVICE NEEDS TO BE SELF-MONITORING, QUARANTINED, AND/OR TESTED FOR COVID-19. WHILE THIS INFORMATION IS TIMELY AS OF TODAY, THIS SITUATION IS FLUID AND IS SUBJECT TO CHANGE BASED ON COMMUNITY SPREAD, PPE AVAILABILITY, AND STATEWIDE EMERGENCY SERVICES RESOURCES.**

Referenced language:

Unprotected exposures are defined as those exposures during which the Member of Service is not wearing all required Personal Protective Equipment (PPE). This PPE includes a face mask (or higher respiratory protection), eye protection, gloves, and a gown. **If your Member experiences an unprotected exposure, follow the algorithms at the end of this document.**

Protected exposures are defined as those exposures where the Member is wearing the proper PPE (face mask, eye protection, gloves, and gown). **These exposures do not require any further action.**

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they develop symptoms of COVID-19; no medical care is given.

Prolonged close contact is being within six feet of a person with COVID-19 for a prolonged period of time without appropriate PPE or having unprotected direct contact with infectious secretions or excretions of the person.

Symptoms of COVID-19 include the following: fever, cough, shortness of breath/difficulty breathing, fatigue, chills, nausea, and/or headache.

Unprotected Exposure Algorithms:

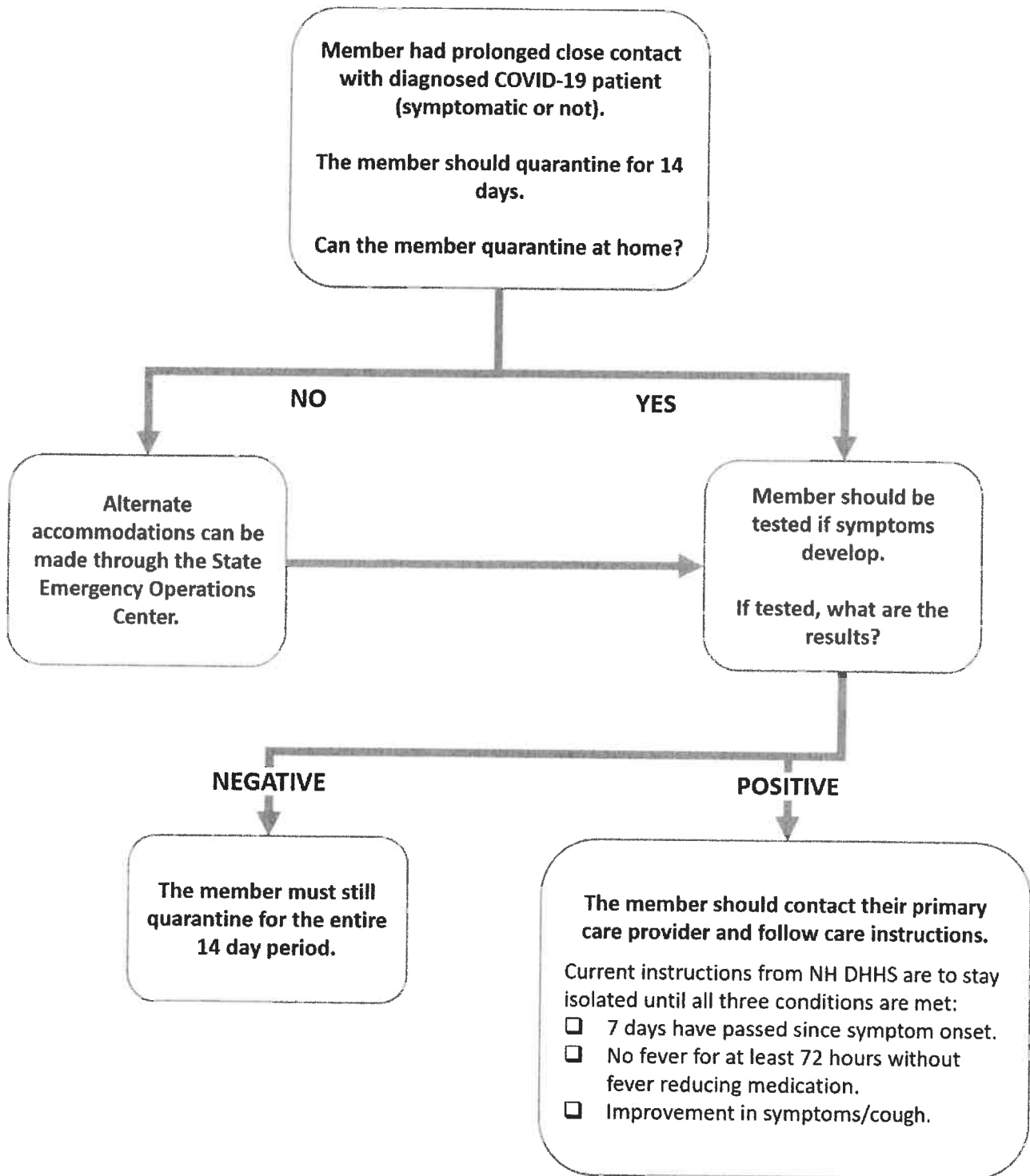
Below are three separate and circumstantially specific algorithms that provide guidance on how to plan for and if necessary, react to the exposure or potential exposure of a Member to someone with COVID-19. **Members are reminded to report the first sign of any COVID-19 symptoms to their immediate supervisors.**

NOTE:

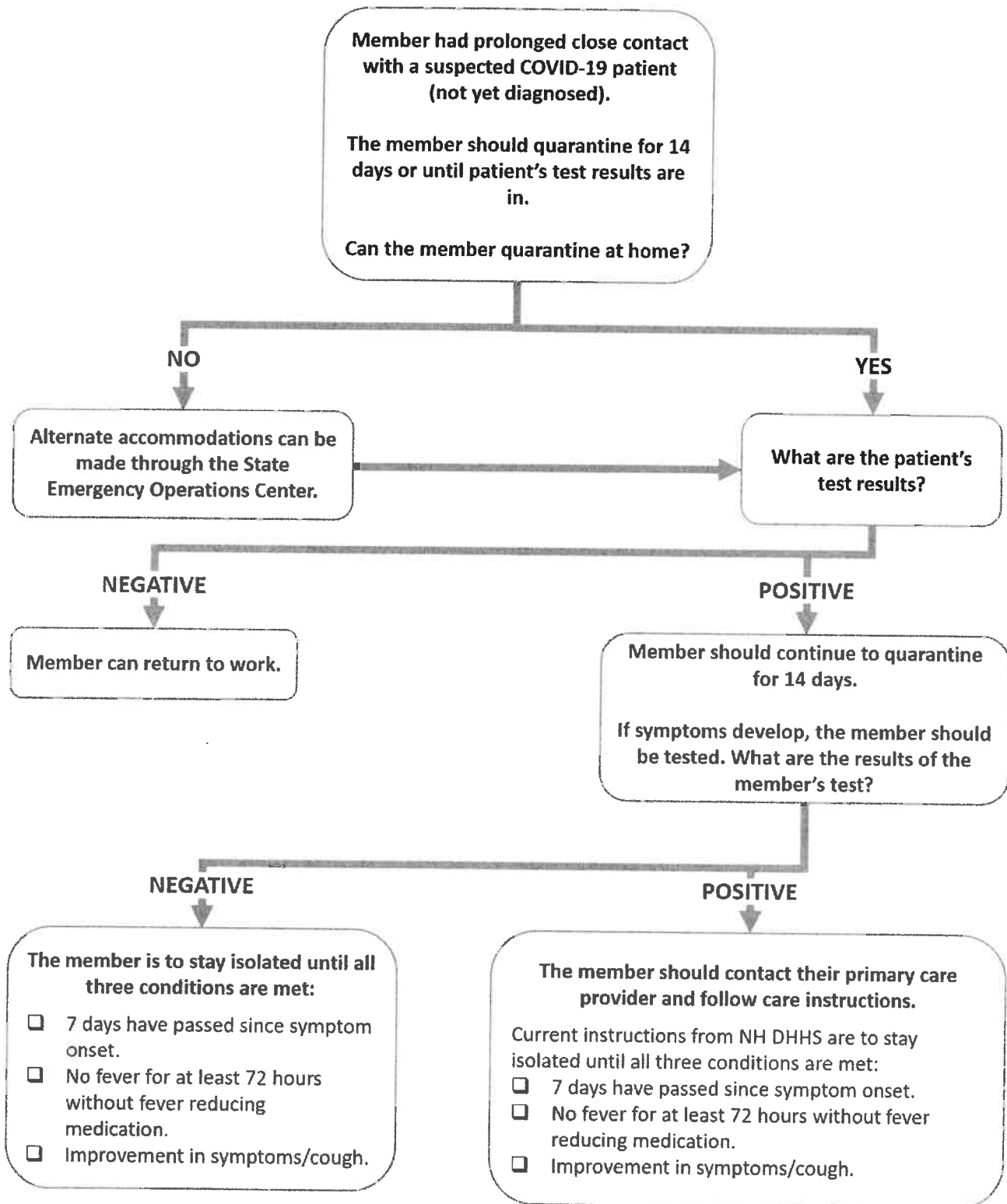
For those Members providing EMS/healthcare services, guidance from the CDC for assessing risk and managing healthcare personnel with potential COVID-19 exposure should be followed. While we are currently recommending quarantine for asymptomatic members under algorithm #1 and #2, we may reach a point where employers have exposed Members wear a facemask while at work for the 14 days after the exposure event if there is a sufficient supply of facemasks and critical mass is reached on staffing. If Members develop even mild symptoms consistent with COVID-19, they must cease all work activities, and notify their supervisor prior to leaving work. For complete guidance, see CDC guidance at the website provided below;

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

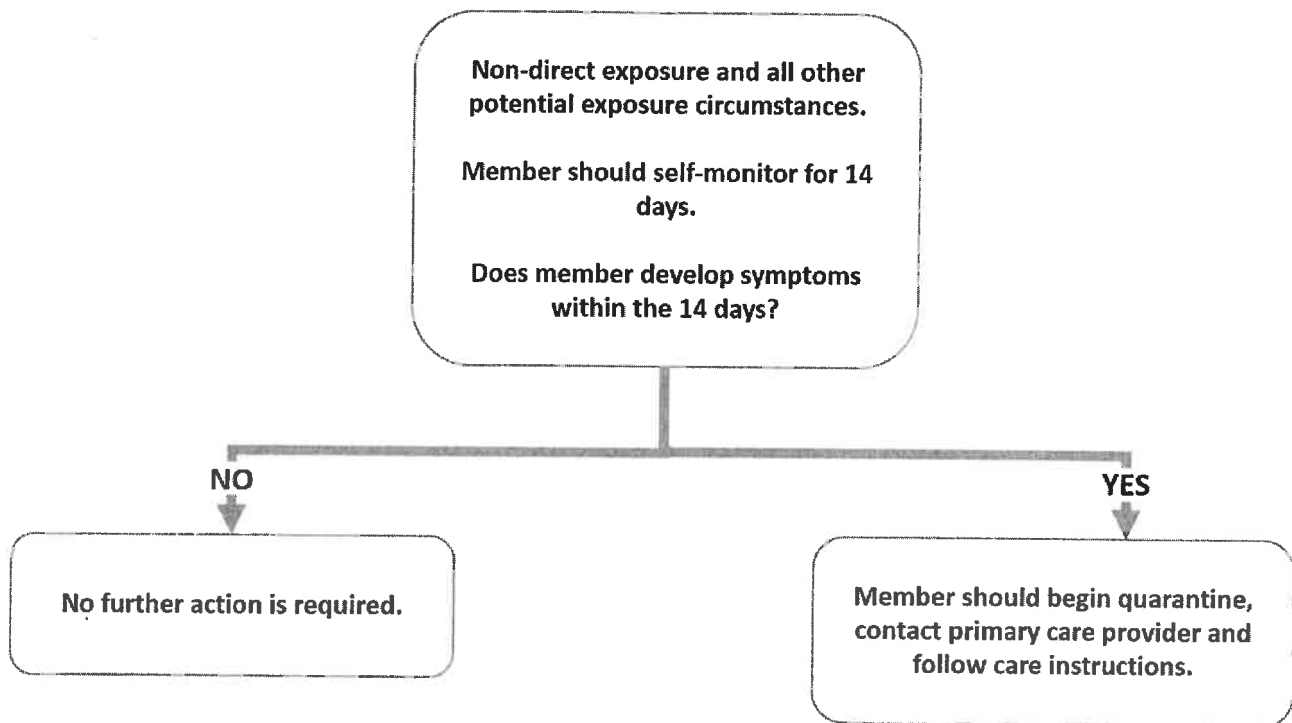
**UNPROTECTED EXPOSURE – CONFIRMED COVID-19 PATIENT - ALGORITHM #1**



**UNPROTECTED EXPOSURE – SUSPECTED COVID-19 PATIENT - ALGORITHM #2**



### **UNPROTECTED EXPOSURE – NON-DIRECT CONTACT - ALGORITHM #3**



#### **EXAMPLES:**

1. A Member has dinner with his sister, the next day he finds out that his sister visited her friend over the last couple of days and her friend has since been diagnosed with COVID-19. Neither the Member nor his sister are exhibiting any symptoms.
2. A Member treats a patient with no COVID-19 symptoms and later learns that the patient had recently been in contact with someone who has been diagnosed with COVID-19. The COVID-19 subject was exhibiting symptoms during the contact with the patient. The Member is not exhibiting any symptoms.
3. A Member treats a patient with no COVID-19 symptoms and later learns the patient recently returned from a trip out of the country, the Member is not exhibiting any symptoms.
4. A Member's close family member who lives in the same residence has been in contact with someone who has a confirmed case of COVID-19. This family member must self-quarantine for 14 days and monitor for any symptoms. The member does not also need to quarantine unless the family member develops symptoms.
5. Members are working together through a shift, in the middle of the shift one member develops COVID-19 symptoms and is sent home for the remainder of the shift. The remaining Members need to evaluate the contact that they had with the symptomatic Member throughout the shift. If they had prolonged close contact, meaning they were within six feet of each other for any significant amount of time, then they should refer to Algorithm 2 for guidance on how respond to the possible exposure. If they did not have prolonged close contact for any significant amount of time and were not within six feet of each other then the Member should refer to Algorithm 3 for guidance on how to respond to the possible exposure.