



St. Tammany Fire Protection District No. 1

Chris Kaufmann, Fire Chief

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Standing General Order Number: 2020-03-0001
Issued by: Chief Chris Kaufmann
Effective: March 13, 2020
Re: Sick Leave Reporting Procedures (COVID-19)

Purpose: This Standing General Order is to be immediately implemented and addresses when our employees are to report to Doctors Urgent Care for missing consecutive sick leave days related to COVID-19 symptoms.

Scope: This Standing General Order will apply to all department personnel

Policy: Personnel that are out sick for two (2) consecutive shifts (24 hour personnel) or four (4) consecutive calendar days (8 and 12 hour personnel) that have symptoms related to COVID-19 (fever, cough, breathing problems, flu-like symptoms) shall report to Doctors Urgent care on the second shift or fourth consecutive sick day. The employee shall contact their Deputy or Division Chief for instructions on when to report to Doctors Urgent Care and the Fire District will pay the cost of the visit.

This Standing General Order does not replace the existing sick leave policy found in the Employee Handbook, Sections 8.3.1 and 8.3.2 for all other illnesses not related to COVID-19.

This Standing General order shall remain in effect until rescinded by the Fire Chief.