


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: All Personnel

FROM: Steve Conrad
Chief of Police 

DATE: March 26, 2020

RE: First Responder COVID-19 Screening Procedures
Special Order #20-013

The Louisville Metro Department of Public Health and Wellness (LMDPHW) has revised its procedures regarding employee screening for COVID-19. Due to the continuous changing nature of Louisville's COVID-19 response, shortages of medical supplies, and the importance of conserving available personal protective equipment (PPE), the LMDPHW has enacted the following order:

Public safety employees shall screen themselves prior to reporting to work following the procedures currently in effect and repeated here: "Positive screening criteria shall be:

- *Fever of 100.0°F or greater (or a subjective report of a fever);*

Or a combination of the following that have persisted for 24 hours or more without the use of fever reducers or other symptom altering medication (e.g. Tylenol, Motrin, Robitussin, etc.):

- *Cough*
- *Body aches*
- *Other flu-like symptoms*

If the employee meets or exceeds these thresholds, the employee shall not report for duty and shall notify their agency/supervisor following their specific policy for sick calls. The employer shall document the sick call as appropriate AND fill out the "Positive Screening" form (attached).

If the employee does not own a thermometer, they should assess themselves for other symptoms or a subjective report of fever.

Employees who report to work and do not feel well, shall be screened prior to being allowed to work. For employees who are sent home, the supervisor shall fill out the "Positive Screening" PDF as well.

As the COVID-19 situation continues to evolve, the LMDPHW will release additional revisions and guidance.

A copy of the LMDPHW order and Positive Screening PDF form are attached to this Special Order.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure that their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.



**PUBLIC HEALTH AND WELLNESS
LOUISVILLE, KENTUCKY**

GREG FISCHER
MAYOR

SARAH MOYER, MD, MPH
DIRECTOR

TO: All First Responders

FROM: Louisville Metro Public Health and Wellness

RE: Amendment to employee screening procedures

Due to the continuous changing nature of Louisville's COVID-19 Response and shortages in available supplies along with the recognized importance to conserve PPE and other supplies needed for the acutely ill:

Public safety employees shall screen themselves prior to reporting to work following procedures currently in effect repeated here: "Positive screening criteria shall be:

- Fever of 100.0 or greater (or subjective report of a fever)

Or a combination of the following that have persisted for 24 hours or more without the use of fever reducers or other symptoms altering medication (e.g. Tylenol, Motrin, Robitussin, etc.):

- Cough
- Body aches
- Other flu-like symptoms

If the employee meets or exceeds these thresholds, that employee shall not report for duty and shall notify their agency/supervisor following their specific policy for sick calls. The employer shall document the sick call as appropriate AND fill out the "Positive Screening" PDF form.

If the employee does not own a thermometer, they should assess themselves for other symptoms or subjective report of fever.



WWW.LOUISVILLEKY.GOV

400 E. GRAY STREET LOUISVILLE, KENTUCKY 40202-1704 502.574.6530 FAX: 502.574.6588

Employees that report to work and do not feel well, shall be screened prior to being allowed to work. For employees that are sent home, the supervisor shall fill out the “Positive Screening” PDF as well.

Attached is the previous clarification memo and an updated “Positive Screening” PDF that has been modified to include screening date.

As the situation continues to evolve, additional revisions and guidance will be issued.



WWW.LOUISVILLEKY.GOV

400 E. GRAY STREET LOUISVILLE, KENTUCKY 40202-1704 502.574.6530 FAX: 502.574.6588

Public Safety Positive Employee Screening Form

Name:	Send completed form by pressing submit button or email to: IMTReporting@louisvilleky.gov . Change subject line to "First Responder Positive Screening"
Agency:	
Employee Contact Phone:	
Time of assessment (24-hour time):	Temperature:
Symptoms (check all that apply): <input type="checkbox"/> Cough <input type="checkbox"/> Body aches (malaise) <input type="checkbox"/> Fever or reported fever <input type="checkbox"/> Other (list):	Known exposure to confirmed COVID-19 patient or person with flu-like illness? <input type="checkbox"/> Yes <input type="checkbox"/> No Onset of Symptoms (date):
Notes:	