

SAN FRANCISCO FIRE COMMISSION

Fire Commission Regular Meeting Wednesday, February 26, 2020 – 5:00 p.m.

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 400 ■ San Francisco ■ California ■ 94102

AGENDA

Item No.

1. ROLL CALL

President	Francee Covington
Vice President	Katherine Feinstein
Commissioner	Stephen A. Nakajo
Commissioner	Ken Cleaveland
Commissioner	Tony Rodriguez
Chief of Department	Jeanine Nicholson

2. GENERAL PUBLIC COMMENT

Members of the public may address the Commission for up to three minutes on any matter within the Commission's jurisdiction and does not appear on the agenda. Speakers shall address their remarks to the Commission as a whole and not to individual Commissioners or Department personnel. Commissioners are not to enter into debate or discussion with a speaker. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. APPROVAL OF THE MINUTES *[Discussion and possible action]*

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on February 12, 2020.

4. PRESENTATION FROM SAN FRANCISCO FIRE IN SAFETY EDUCATION *[Discussion]*

Presentation by Firefighter DeWayne Eckerdt, member of SFFISE (San Francisco Firefighters in Safety Education), in conjunction with the SFFD and the Alisa Ann Ruch Burn Foundation (AARBF), a program providing important safety information to school children in San Francisco

5. CHIEF OF DEPARTMENT'S REPORT *[Discussion]*

REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities and events within the Department since the Fire Commission meeting on February 12, 2020, including budget, academics, special events, communications and outreach to other government agencies and the public.

REPORT FROM ADMINISTRATION, DEPUTY CHIEF JOSE VELO

Report on the Administrative Divisions, Fleet and Facility status and updates, Finance, Support Services, and Training within the Department.

6. COMMISSION REPORT *[Discussion]*

Report on Commission activities since last meeting on February 12, 2020.

7. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS

[Discussion]

Discussion regarding agenda for the next and future regular meetings.

8. PUBLIC COMMENT ON ITEM 9

Public comment on all matters pertaining to Item 9(b) below, including public comment on whether to hold Item 9(b) in closed session.

9. POSSIBLE CLOSED SESSION RE. PUBLIC EMPLOYEE APPOINTMENT

[Discussion and Possible Action]

- a. Vote on whether to conduct item 9(b) in closed session. [Action]
- b. Public Employee Appointment: Supervising Physician Specialist. This item may be held in closed session pursuant to Government Code § 54957(b) and San Francisco Administrative Code § 67.10(b).
- c. If closed session is held, reconvene in open session.

10. Report any action taken in closed session, as specified in California Government Code § 54957.1(a)(5) and San Francisco Administrative Code § 67.12(b)(4). [Discussion and possible action]

11. VOTE TO ELECT WHETHER TO DISCLOSE ANY OR ALL DISCUSSIONS HELD IN CLOSED SESSION, as specified in San Francisco Administrative Code Section 67.12(a). [Action]

12. ADJOURNMENT

SAN FRANCISCO FIRE COMMISSION

**FIRE COMMISSION REGULAR MEETING
DRAFT MINUTES**

Wednesday, February 12, 2020

City Hall, 1 Dr. Carlton B. Goodlett Place, Room 416, San Francisco, California, 94102

The Video can be viewed by clicking this link:

https://sanfrancisco.granicus.com/MediaPlayer.php?view_id=180&clip_id=35161

President Nakajo called the meeting to order at 5:02 p.m.

Commission President	Francee Covington	Present
Commission Vice President	Katherine Feinstein	Present
Commissioner	Stephen Nakajo	Present
Commissioner	Ken Cleaveland	Present
Commissioner	Tony Rodriguez	Present
Chief of Department	Jeanine Nicholson	Present.
Victor Wyrsh	Deputy Chief -- Operations	
Jose Velo	Deputy Chief --Administration	
Sandy Tong	EMS	
Michael Cochrane	Homeland Security	
Khai Ali	Airport Division	
Dawn DeWitt	Support Services	
Joel Sato	Training Division	
Assistant Chiefs		
Lorrie Kalos	Division 2	
William Storti	Division 3	
Staff		
Mark Corso	Deputy Director of Finance	
Olivia Scanlon	Communications and Outreach	

2. PUBLIC COMMENT

There was no public comment.

3. APPROVAL OF THE MINUTES [Discussion and possible action]

Discussion and possible action to approve meeting minutes.

- Minutes from Regular Meeting on January 22, 2020

Commissioner Cleaveland Moved to approve the above meeting Minutes. Vice President Feinstein Seconded. Motion to approve the above Minutes was unanimous.

There was no public comment.

4. PRESENTATION OF CERTIFICATE ACKNOWLEDGING MICHAEL HARDEMAN AND JOSEPH ALIOTO VERONESE FOR THEIR DEDICATED SERVICE TO THE SAN FRANCISCO FIRE DEPARTMENT

Fire Commission and Chief of Department to Present Certificates of Appreciation to Michael Hardeman and Joseph Alioto Veronese for their Dedicated Service to the SFFD.

This item was taken out of order.

President Covington acknowledged the presence of former Commissioner Alioto Veronese and the absence of former Commissioner Hardeman who advised the Commission Secretary he would not be able to attend today's meeting.

Mr. Alioto Veronese thanked many folks including Mayor Lee, Mayor Farrell, Mayor Breed and all of the commissioners as well as Chief Nicholson, all the members of the Department and Commission Secretary. He described many of the things he learned about the department while serving as a commissioner, his projects he passionately worked on to make the department a better place than it was when he first served as a fire commissioner including cancer prevention, the drone program, morale at Station 49 and for holding other Department's accountable for the work that is going on in the city and stated he hopes the current fire commission will continue toward making the SFFD a better place than when they first joined.

Each of the commissioners as well as Chief Nicholson thanked former commissioner Alioto Veronese for his dedicated and passionate service and advocacy to the Department over the last three years and wished him well. They confirmed that his Foundation sponsored Stair Climb is set for September 12, 2020. President Covington presented the certificate to him and the commissioners took a photo with him.

There was no public comment.

5. FIRE DEPARTMENT ADMINISTRATIVE BULLETINS 2019*[Discussion and possible action]*

Discussion and possible action regarding Fire Department Administrative Bulletins 2019.

The draft bulletins were posted on the Department's website <http://sf-fire.org/proposed-fire-department-administrative-bulletins-2019> for over 30 days in accordance with San Francisco Fire Code requirements, and the Department scheduled a public hearing on **January 28, 2020** to allow the public to provide input on the proposed bulletins. The bulletins under consideration at this meeting have been posted on the Department's website since **December 13, 2019**.

Assistant Fire Marshal Rich Brown presented this item. He detailed the executive summary (attached hereto: <https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/Executive%20Summary%20changes%20to%20Abs.pdf>) and added that during this code cycle, all 53 administrative bulletins were changed throughout to reflect the 2019 year in their respective titles and five new additional administrative bulletins were added which are as follows:

- 2.17 Submittal Guidelines for Cannabis and Plan cultivation Facilities
- 2.18 Submittal Guidelines for Cannabis and Plant Extraction Facilities

- 3.08 Sleeping Area Fire Alarm Requirements
- 5.14 Removal of fire Smoke Dampers from HVAC Penetrations of Fire resistance Rated corridors
- 5.15 Uses of Passive Methods for Required Smoke Control systems

He gave an explanation of each of the new bulletins.

A/Fire Marshal Brown stated that all material contained in the administrative bulletins is published for the benefit of the public to help promote expeditious plan review and applicable code compliance and they are not applicable if they are determined to be less restrictive than the California State Building or Fire Code provisions or are in conflict with other regulatory requirements that take precedence.

He stated that during public comment at the January 28, 2020 hearing, a concerned designer shared his concerns about the issuance of admin bulletin 5.15, use of passive method for required smoke control system, which is very technical and deals with smoke control in high-rise buildings, so they pulled that bulletin from consideration today and will keep it under revision to get it right and move forward from there.

Commissioner Rodriguez confirmed that the administrative bulletins are a local jurisdiction. He also received clarification on changes to bulletins 4.09 and 4.27

Commissioner Cleaveland confirmed the fire service elevators were required that they service all floors of new buildings but was chanced by the International Building Code Council and the rationale for that was that according to the code commentary was that firefighters wouldn't use elevators to fight a below-grade fire, they would use the stairs to attack the fire. A/Fire Marshal Brown stated his concern is on the consistency of buildings that were built in the city over the last 12 years, members have been doing it one way and all of a sudden they change it, and he wonders how that will bode well with the training for fire suppression folks.

Commissioner Nakajo confirmed that the commission will be asked to adopt the Admin Bulletins as submitted and repeated some of the changes A/Fire Marshal Brown described. With regard to cannabis plant facilities, A/Fire Marshal Brown estimated there are approximately a dozen, and most are located in the Bay View District in old industrial warehouses as those buildings are considered F occupancy and cultivated and extraction fall in the same occupancy class.

Commissioner Cleaveland Moved to adopt the Administrative Bulletins as presented. Commissioner Rodriguez seconded. The motion passed unanimously.

There was no public comment.

6. DRAFT OPERATING BUDGET – FISCAL YEARS 2020-2021/ 2021-2022 [Discussion and possible action]

Discussion and possible action to adopt the Fire Department's Operating Budget for Fiscal Years 2020-2021/2021-2022.

Director Mark Corso gave a review and presented a slide show of the Draft Operating Budget which is attached: <https://sf-fire.org/sites/default/files/Commission%20Presentation%20-%20Budget%20Review%2020%2002%2012%20Full%20Slides.pdf>

The supporting document is also attached: <https://sf-fire.org/sites/default/files/COMMISSION/Fire%20Commission%20Support%20Documents%202015/SFFD%20Budget%20Book%20FY21%20FY22%20FC%20Meeting%20Feb%202020.pdf>

He confirmed that the Mayor's office is requesting a three-and-a-half reduction in general fund support for all city departments which is in response to a projected 420-million-dollar deficit over the next two years for the City. The hit to the department would be 2.7 million dollars for each of the two fiscal years, totaling five-and-a-half million dollars. The Mayor's office also instructed that budgets should not include any additional enhancements. He specified the remaining budget process timelines, including 2/21/20 as the date for all departments to submit their budgets to the Mayor's office where the Fire Department will begin negotiations and really expand on the priorities and needs of the department over the next few months in advance of the June 1st deadline when the balanced budget is due to the Board of Supervisors. He explained in detail the slides attached to the above presentation. He added that the bottom line is that they want to ensure that their sufficient resources are supported and that they can perform the work that they are obligated to the public to do. He added that the department has very limited flexibility with regards to the budget, as much of the budget is focused on salary and benefits of frontline staffing and without reducing that, there are very limited reductions elsewhere in the Department that can be made. He mentioned that in addition to maintaining the current level of service, they have identified additional funding needs that they have been discussing with the Mayor's office and will continue to, such as additional vehicles, facility repairs, IT projects, administrative support, additional staffing for fire investigation, ambulance staff, and restoration of the incident Support Specialists. He stated that they will also be asking for additional training.

Vice President FEINSTEIN thanked Mr. Corso for his presentation and his supporting documents. She asked for clarification on the EMS revenue projections. Mr. Corso explained that the first two lines on the document are the contractual adjustments and the ambulance billings and the net result of that is the EMS revenue and the adjustments are related to a variety of reasons, such as write-offs, or contractual adjustments with Medicare, Medi-Cal, et cetera.

Commissioner Cleaveland confirmed that our Ambulance Services bills out about 150 million dollars and write off about 121 million dollars, so the revenue collected adds up to approximately 30 million dollars and over 50 percent of the patients the SFFD transport are either Medi-Care or Medi-Cal patients. He also confirmed that the average percentage increase in salaries is about three percent. Commissioner Cleaveland also confirmed that the Department is looking at replacing the self-contained breathing apparatus (SCBAs). He also suggested that a commissioner or two should be invited to the capital planning meetings as he thinks the urgency of the upgrades to Department facilities can no longer be ignored.

Commissioner Nakajo confirmed that the Airport's request for additional H-2 positions come out of the airport budget, but the airport budget is technically in the overall budget, it is just

funded by the airport. He also confirmed that the establishment of a Fire Prevention Community Development fund to capture funds related to outreach as a result and changes to fire codes is new funding and the structure for charging fees for the administrative hearing process is relatively new and there is a significant amount of work on the staff's part to make sure and prepare for those hearings. On page 10 of the supporting budget document above, Commissioner Nakajo confirmed that the Department is asking for Commission support to approve the proposal that currently recommends not meeting target reductions, which is the position they took the last few previous years. Mr. Corso added that just given the light of the increased demand for services and the current needs for the Department, it hasn't been feasible to propose reductions to the budget.

President Covington asked Dr. Yeh to add to the conversation. Dr. Yeh stated he would generally support some of the expressed needs already included in the budget in terms of growing call volume and the ongoing need for patient care resources. He added that the system is a continuously very busy strapped system, and some of the things that they anticipate and don't anticipate in terms of either momentary surges, emergency needs, or just the changing circumstances, sometimes can't be figured into an ongoing budget if it's already strapped. He would say that his biggest emphasis is that they need to be able to achieve the fundamentals.

Commissioner Cleaveland Moved to approve the budget as submitted. Vice President Feinstein Seconded. The motion was unanimous.

There was no public comment.

7. CHIEF OF DEPARTMENT'S REPORT [Discussion]
REPORT FROM CHIEF OF DEPARTMENT, JEANINE NICHOLSON

Report on current issues, activities and events within the Department since the Fire Commission meeting on October 9, 2019, including budget, academies, special events, communications and outreach to other government agencies and the public.

Chief Nicholson's report covered events and activities since the last meeting. She stated that she met with the new MTA Director, Jeffrey Tumlin, and the quarterly meeting with the SFPD and DEM where they talked about future combined training, leadership, active shooter and disaster training. She also spoke at the SF Travel Public Policy Council meeting and spoke about some of the challenges that the Department is facing. She mentioned that they conducted interviews for the physician's position, and she thanked Commissioner Cleaveland for participating in those interviews. Chief Nicholson mentioned that she has been working with Human Rights Commissioner, Cheryl Davis on Opportunities for All, as well as on EMS Core. She has met with the employee groups; the Asian Firefighters, United Fire Service Women, SF EMS Officers, and SF Fire Chief's Association and that good dialogue have come out of those meetings. She has been working with DPH and DEM to make sure they keep the members safe if and when they respond to someone with the Coronavirus. She added that she and the command staff continue to do station visits. She thanked Commissioner Cleaveland, Olivia Scanlon, and Mark Corso in terms of moving the department forward with the Guardians of the City on solutions to housing the antique rigs. She announced that it is Black History Month and she went to an event at City Hall and that she will be meeting with the Cancer Prevention Foundation to move forward in terms of putting together specifications for the next PPE request for proposal.

President Covington asked if any new safety measures or protocols are being employed now that we are facing the Coronavirus. Chief Nicholson said that the next week will be important in terms of whether they see a rise in cases in the country or not. She added there are 12 confirmed cases in the country, and they are acting with an abundance of caution along with DEM and DPH. She added that DEM call takers have specific questions they screen for, and Chief Tong has put out some literature for folks on how to respond and how to decontaminate if they think they have been in contact with the Coronavirus. She went on to reassure the public that they are doing absolutely everything they can to reduce the spread of the virus. President Covington confirmed that the Department has an adequate supply of masks. Dr. Yeh added that the Coronavirus is obviously something of international concern and locally they are keeping a very close eye on it and he wanted to reiterate to the public that currently, this is seen as a very low risk to residents here and that there is not a recommendation for the public to be using masks at all.

There was no public comment.

REPORT FROM OPERATIONS, DEPUTY CHIEF VICTOR WYRSCH

Report on overall field operations, including greater alarm fires, Emergency Medical Services, Bureau of Fire Prevention & Investigation, Homeland Security, and Airport Division.

Chief Wyrsh's report covered events for the month of January. He stated that there was one greater alarm fire, a 2nd alarm on 1/26/20 at 1270 La Playa, which is currently under investigation and the incident commander was Acting Assistant Chief Ken Yee. He added that six adults and two pets were displaced, and one civilian suffered minor smoke inhalation. He stated that the crews performed admirably. Other notable events that took place during the reporting period were six water rescues; four cliff rescues and a BART drill. He touched on EMS-6, Bureau of Fire Prevention and Investigation, Community Outreach, Plan Check and Operational Permits; Transportation Advisory Safety Committee, the Jurisdiction over BART inspections, which the SFFD will now oversee; the Airport Division and Homeland Security and he confirmed that there are 15 members currently in school learning to fly drones.

Vice President Feinstein asked if the cost of an ambulance transport depends upon what a patient needs en route from point A to an emergency room. Director Corso responded that they have two rates for EMS response, a transport rate and a non-transport rate. He added that they have rolled up all the costs of providing EMS services in total and applied that based on the anticipated number of runs to get a per transport cost rather than itemize each item. She also acknowledged how fierce the La Playa fire was and confirmed that the amount of smoke that was coming from the building is normal in those types of fires.

Commissioner Cleaveland asked Chief Wyrsh if he could please inform the commission of the cause of the La Playa fire when the investigation is completed. They discussed the positioning of ambulances throughout the city and that they are strategically placed where call volume is higher. There was a discussion on the high medical call volume for Station 1.

Commissioner Nakajo commented that he likes the cover on the Operations report. He also stated that each of the commissioners has the prerogative to respond to any fire out in the field. He also liked the detailed explanation and pictures of the La Playa fire as it makes it clearer to

understand. He acknowledged the work being done by the Fire Marshals and Assistant Deputy Chiefs in the Department. He confirmed that DEM is at a good staffing level of dispatchers currently.

Commissioner Rodriguez thanked Chief Wyrsh for his report and confirmed that if there are any life safety issues at San Francisco BART stations, the SFFD will handle.

President Covington stated she loves the graphics and layout of the Operations report. She confirmed that the Department had 8 Incident Support Specialist that attended at the ham radio class. She also confirmed that NERT also offers ham radio classes. She acknowledged Fire Marshal DeCossio for going to Sacramento and straightening out the BART Jurisdiction issue with the State Fire Marshal.

There was no public comment.

6. COMMISSION REPORT [Discussion]

Report on Commission activities since last meeting on September 11, 2019

President Nakajo acknowledged that he attended the Black History Month celebration at City Hall and the Chinese New Year's Parade. He had Chief Cochrane explain the work that went into preparing for that Parade. He thanked Chief Tong and Captain Zanoft for their coordinated efforts as well.

President Covington stated she also attended the Black History Celebration which was organized by the African American Historical and Cultural Society and that it was a very nice event, with a lot of participation from young people showing their talents and an excellent speech by Mayor Breed. She added that black history is not only American history, but it is also fire science history, that the very first breathing apparatus was invented by Garrett Morgan. She announced that she also attended the Lunar New Year's parade.

There was no Public Comment.

8. AGENDA FOR NEXT AND FUTURE FIRE COMMISSION MEETINGS [Discussion]

Discussion regarding agenda for the next and future regular meetings.

- Lt. Baxter/Public Information presentation
- SF FISE (SF Fire in Safety Education) presentation
- Chief Nicholson to come up with a plan to get info to commissioners in an organized fashion.

9. ADJOURNMENT President Covington adjourned the meeting at 11:27 a.m.

Conefrey, Maureen (FIR)

From: Ludwig, Theresa (FIR)
Sent: Friday, February 7, 2020 9:11 AM
Subject: General Order 20 A-08, Pilot EMS WDO-In-Advance Policy
Attachments: 20 A-08_Attachment_Pilot EMS WDO In Advance Policy.pdf

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

File Code 20 A-08
January 7, 2020

From: Chief of Department
To: Distribution List "A"
Subject: Pilot EMS WDO-In-Advance Policy
Reference: Rules & Regulations, Section 402
Enclosure: Pilot EMS WDO-In-Advance Policy

Officer Endorsement:
Sec 1108 – R. & R. _____

1. The Pilot EMS WDO-In-Advance Policy is attached with this General Order and can be found in AO Reports.
2. All members should familiarize themselves with the contents of this Policy. Chief and Company Officers shall ensure that all members under their supervision review and comply with the provisions in this Policy.
3. The Pilot EMS WDO-In-Advance Policy becomes effective Monday, February 10, 2020.

Jeanine R. Nicholson
Chief of Department

Conefrey, Maureen (FIR)

From: Ludwig, Theresa (FIR)
Sent: Friday, February 7, 2020 2:22 PM
Subject: General Order 20 A-09, H-2 Recruit Interview Panel Process and Selection

SAN FRANCISCO FIRE DEPARTMENT
GENERAL ORDER

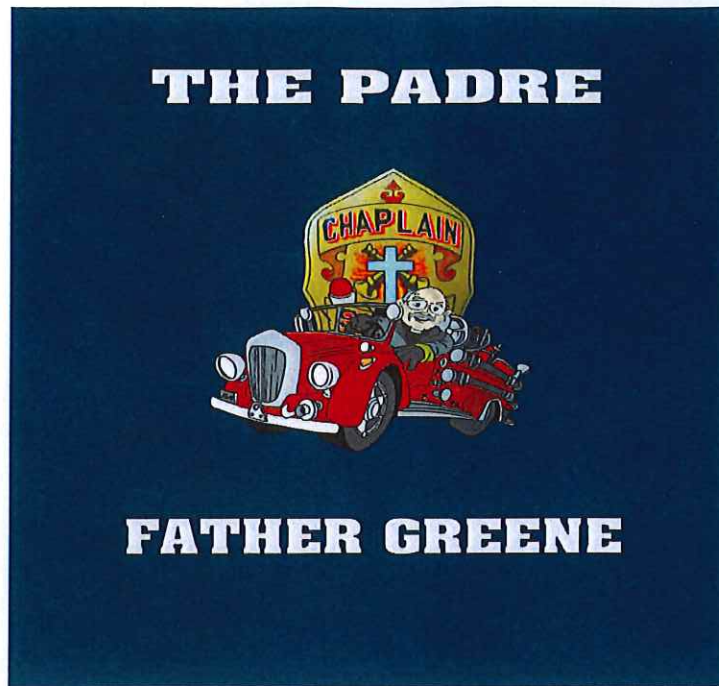
File Code 20 A-09
February 7, 2020

From: Chief of Department
To: Distribution List "A"
Subject: H-2 Recruit Interview Panel Process and Selection
Reference: Rules and Regulations, Section 402
Enclosures: None

Officer Endorsement:
Sec. 1108 – R&R _____

1. The Department will be implementing a new process for the selection of H-2 Candidates for Academies.
2. San Francisco Fire Department members will be involved in the selection of candidates that will go forward to the Chief's final interview.
3. The Department is asking for members to be part of these panels. All ranks will be included. Each panel will be formed by three members, one of which may be an Officer. The dates for the interviews will be March 2 through March 6, 2020, and March 9 through March 13, 2020. Members need to be available from 0800-1700. Members may commit for one week, or both weeks. Members will be detailed when working. Off duty members will be compensated OT or TC per the MOU.
4. Members will be required to take Implicit Bias training and Fairness in Hiring training. Both modules are online. Completion is required prior to starting the interview process.
5. Members who have relatives on the H-2 Candidate list will not be allowed to participate. Members will be required to sign a confidentiality form.
6. All members interested shall submit a General Form to the Chief of Department prior to the close of business on Friday, February 21, 2020.
7. This General Order shall be rescinded on December 31, 2020.

Jeanine R. Nicholson
Chief of Department



RETIREMENT BANQUET HONORING

FATHER JOHN L. GREENE CHAPLAIN SAN FRANCISCO FIRE DEPARTMENT

JUNE 20, 2020
MOSCONE CENTER
747 HOWARD STREET

6:00PM COCKTAILS
7:30 PM ROASTED CHICKEN DINNER
\$150.00 PER PERSON (INCLUDES 2 DRINK TICKETS)

CHECKS MUST BE RECEIVED BEFORE MAY 01, 2020

CHECKS PAYABLE TO FR. GREENE FUND
WITH A LIST OF NAMES OF ALL GUESTS
MAIL TO: P.O. BOX 632, NOVATO, CA 94948

Anyone wishing to donate to the FR Greene Fund, share any of your photos with the Padre or have any questions please email frjohngreenebanquet@comcast.net



City and County of San Francisco
London N. Breed, Mayor

Department of Public Health
Emergency Medical Services Agency

Novel Coronavirus (COVID-19) Outbreak

Updated: February 12, 2020

The Centers for Disease Control and Prevention (CDC) and our Public Health departments continue to closely monitor an outbreak of a 2019 novel coronavirus (COVID-19) in Wuhan City, Hubei Province, China that began in December 2019. This coronavirus causes upper and lower respiratory symptoms often including pneumonia, and can produce severe complications for older adults and people with underlying conditions. There have been recent human-to-human transmissions, and health care workers have become infected. There are more than 44,000 global cases, and over 1000 deaths reported.

San Francisco Public Health Department is actively monitoring this rapidly evolving situation. The best up-to-date national information can be found at [CDC's COVID-19 Situation Summary](#). For the City and County of San Francisco's specific public health guidance and instructions for reporting, check [SFCDGP Novel Coronavirus 2019](#).

- **Novel Coronavirus (COVID-19) has been seen in multiple countries throughout the world including the US** – 99% of cases and deaths are from China. Outside of mainland China there have been only 2 deaths reported. Currently, there are 13 cases in the US of which 7 are from California. No cases have been reported in San Francisco.
- **All travelers from mainland China are being screened at our international airport (SFO)** - Passengers on direct and indirect incoming flights from mainland China will be screened by the CDC at selected U.S. international airports including SFO for symptoms of lower respiratory illness (cough or shortness of breath) and/or fever.
- **Guide Evaluation of Persons Under Investigation (PUI) -**
 - Persons with fever **or** signs/symptoms of lower respiratory illness (e.g. cough or SOB) AND close contact with a *lab-confirmed case* within 14 days of symptom onset.
 - Persons with fever **and** signs/symptoms of lower respiratory illness (e.g. cough or SOB) AND a history of travel from *Hubei Province, China* within 14 days of symptom onset.

- Persons with fever **and** signs/symptoms of a lower respiratory illness (e.g. cough or SOB) requiring *hospitalization* AND a history of travel from *mainland China* within 14 days of symptom onset.

Once a PUI has been identified, samples to confirm or rule out Novel Coronavirus (COVID-19) are collected. Ideally, samples should be collected in a health care setting that has an Airborne Infection Isolation Room (AIIR) and by health care providers using personal protective equipment for airborne, contact, eye protection, and standard precautions.

EMS Operational Procedures for Novel Coronavirus (COVID-19)

CDC Guidance: Information for Healthcare Professionals

EMS system may become involved with these patients in several scenarios.

- PUI may need transport to a medical facility.
- Patient with a history of *close contact* to someone with recent travel to Hubei Province, China and fever or respiratory symptoms may contact their medical providers resulting in a 911 call.
- Patient with a history of recent *travel to mainland China* (excluding Hong Kong and Macau) and fever or respiratory symptoms may call 911.
- Other scenarios may occur as well ...

EMS providers should take the following precautions in these scenarios:

- Use *standard, contact, airborne precautions* and *eye protection* prior to entering scene.
 - Gloves, gown, N-95 mask, and eye protection (goggles or face shield)
 - Maintain proper donning and doffing of PPE (Personal Protective Equipment).
- Providers should use a fit-tested N-95 or P-100 respirator
- Immediately have the patient wear a surgical/facemask upon entering scene if appropriate.
- Use extra caution during aerosol generating procedures.
- **Timely Notifications:**
 - 1) Dispatch should notify EMS provider of possible PUI transport.
 - 2) EMS provider should notify receiving facility (ER) in advance of possible PUI requiring an isolation room. Should not bring patient into facility until AIIR is ready for direct admit of patient.
 - 3) Once evaluated by receiving facility, ER should contact SFDPH Communicable Disease Control Unit for possible Novel Coronavirus patients at 415-554-2830 (after hours and weekend number: 415-554-3613 and ask for Public Health Duty Officer On Call.
- **Non-Transport** – If patient refuses transport and meets criteria for refusal, contact SFDPH-CDCU for next steps, and your supervisor. Please consider base physician contact for all PUI refusals.
- Contact your supervisor

- Instructions for contaminated uniform:
 - 1) Proper **doffing** of PPE should protect uniform from being contaminated.
 - 2) If uniform was contaminated, place in biohazard red bag, and launder immediately at your facility.
 - 3) If uniform is unable to be laundered requiring *dry cleaning*, then place in biohazard red bag for 24 hours and have clothing item *dry-cleaned* as needed.
- Use standard operational procedures for decontamination after the call is completed –In addition, see NHTSA recommendations: CDC Interim Guidance for EMS Providers (see below in detail) that includes removal of PPE used on transport and putting on **new PPE** (gown, gloves, facemask, eye protection) for decontamination procedures if splashing, sprays, or possible aerosolization expected.
- For further questions, you can contact the EMS duty officer at **415-260-2591**.

CDC Interim Guidance for EMS Providers : (section on decontamination)

EMS Transport of a PUI or Patient with Confirmed 2019-nCoV to a Healthcare Facility (including interfacility transport)

If a patient with an exposure history and signs and symptoms suggestive of 2019-nCoV infection requires transport to a healthcare facility for further evaluation and management (subject to EMS medical direction), the following actions should occur during transport:

- EMS clinicians should notify the receiving healthcare facility that the patient has an exposure history and signs and symptoms suggestive of 2019-nCoV infection so that appropriate infection control precautions may be taken prior to patient arrival.
- Keep the patient separated from other people as much as possible.
- Family members and other contacts of patients with possible 2019-nCoV infection should **not** ride in the transport vehicle, if possible. If riding in the transport vehicle, they should wear a facemask.
- Isolate the ambulance driver from the patient compartment and keep pass-through doors and windows tightly shut.
- When possible, use vehicles that have isolated driver and patient compartments that can provide separate ventilation to each area.
 - Close the door/window between these compartments before bringing the patient on board.
 - During transport, vehicle ventilation in both compartments should be on non-recirculated mode to maximize air changes that reduce potentially infectious particles in the vehicle.
 - If the vehicle has a rear exhaust fan, use it to draw air away from the cab, toward the patient-care area, and out the back end of the vehicle.
 - Some vehicles are equipped with a supplemental recirculating ventilation unit that passes air through HEPA filters before returning it to the vehicle. Such a unit can be used to increase the number of air changes per hour (ACH) (<https://www.cdc.gov/niosh/hhe/reports/pdfs/1995-0031-2601.pdfpdf/icon>).

- If a vehicle without an isolated driver compartment and ventilation must be used, open the outside air vents in the driver area and turn on the rear exhaust ventilation fans to the highest setting. This will create a negative pressure gradient in the patient area.
- Follow routine procedures for a transfer of the patient to the receiving healthcare facility (e.g., wheel the patient directly into an Airborne Infection Isolation Room).


Documentation of patient care

- Documentation of patient care should be done after EMS clinicians have completed transport, removed their PPE, and performed hand hygiene.
 - Any written documentation should match the verbal communication given to the emergency department providers at the time patient care was transferred.
- EMS documentation should include a listing of EMS clinicians and public safety providers involved in the response and level of contact with the patient (for example, no contact with patient, provided direct patient care). This documentation may need to be shared with local public health authorities.

Cleaning EMS Transport Vehicles after Transporting a PUI or Patient with Confirmed 2019-nCoV

The following are general guidelines for cleaning or maintaining EMS transport vehicles and equipment after transporting a PUI:

- After transporting the patient, leave the rear doors of the transport vehicle open to allow for sufficient air changes to remove potentially infectious particles.
 - The time to complete transfer of the patient to the receiving facility and complete all documentation should provide sufficient air changes.
- When cleaning the vehicle, EMS clinicians should wear a disposable gown and gloves. A face shield or facemask and goggles should also be worn if splashes or sprays during cleaning are anticipated.
- Ensure that environmental cleaning and disinfection procedures are followed consistently and correctly, to include the provision of adequate ventilation when chemicals are in use. Doors should remain open when cleaning the vehicle.
- Routine cleaning and disinfection procedures (e.g., using cleaners and water to pre-clean surfaces prior to applying an EPA-registered, hospital-grade disinfectant to frequently touched surfaces or objects for appropriate contact times as indicated on the product's label) are appropriate for 2019-nCoV in healthcare settings, including those patient-care areas in which aerosol-generating procedures are performed.
- Products with EPA-approved emerging viral pathogens claims are recommended for use against 2019-nCoV. These products can be identified by the following claim:

- “[Product name] has demonstrated effectiveness against viruses similar to 2019-nCoV on hard non-porous surfaces. Therefore, this product can be used against 2019-nCoV when used in accordance with the directions for use against [name of supporting virus] on hard, non-porous surfaces.”
 - This claim or a similar claim, will be made only through the following communications outlets: technical literature distributed exclusively to health care facilities, physicians, nurses and public health officials, “1-800” consumer information services, social media sites and company websites (non-label related). Specific claims for “2019-nCoV” will not appear on the product or master label.
 - See [additional information about EPA-approved emerging viral pathogens claim](#) 
- If there are no available EPA-registered products that have an approved emerging viral pathogen claim, products with label claims against human coronaviruses should be used according to label instructions.
 - Clean and disinfect the vehicle in accordance with standard operating procedures. All surfaces that may have come in contact with the patient or materials contaminated during patient care (e.g., stretcher, rails, control panels, floors, walls, work surfaces) should be thoroughly cleaned and disinfected using an EPA-registered hospital grade disinfectant in accordance with the product label.
 - Clean and disinfect reusable patient-care equipment before use on another patient, according to manufacturer’s instructions.
 - Follow standard operating procedures for the containment and disposal of used PPE and regulated medical waste.

Excerpt from CDC: Interim Guidance for Emergency Medical Services (EMS) Systems and 911 Public Safety Answering Points (PSAPs) for 2019-nCoV in the United States.