



DATE: 03/27/2020
TIME: 11:57:03
SER#: 37264255

FINEST MESSAGE

General Administrative Information

TO: ALL COMMANDS

SUBJECT: NOTIFICATION TO MEDICAL DIVISION SICK DESK FOR CIVILIAN MEMBERS OF THE SERVICE (CMOS)

DUE TO THE COVID-19 PUBLIC HEALTH EMERGENCY, EFFECTIVE IMMEDIATELY, IN ADDITION TO FOLLOWING NORMAL SICK REPORTING GUIDELINES AS OUTLINED IN AG 319-14, ALL CIVILIAN MEMBERS OF THE SERVICE MUST ALSO NOTIFY THE MEDICAL DIVISION SICK DESK (718-760-7600) WHEN REPORTING SICK.

IN ADDITION, CMOS SHOULD INFORM THE SICK DESK IF ANY OF THE FOLLOWING APPLY:

EXPERIENCING FLU-LIKE SYMPTOMS (SYMPTOMS CAN INCLUDE FEVER, COUGH, SHORTNESS OF BREATH). CAME IN CLOSE CONTACT WITH AN INDIVIDUAL CONFIRMED TO HAVE COVID-19 OR WITH AN INDIVIDUAL EXHIBITING SIGNS OF A RESPIRATORY ILLNESS SUSPECTED TO BE COVID-19. RECENTLY TRAVELED TO OR RESIDE WITH SOMEONE WHO HAS RECENTLY TRAVELED TO A HIGH RISK (LEVEL 3) COUNTRY AS LISTED BY THE CENTER FOR DISEASE CONTROL AND PREVENTION (CDC) TRAVEL GUIDANCE.

UPON REPORTING SICK, THE MEDICAL DIVISION SICK DESK WILL PROVIDE THE CMOS WITH A SICK REPORT NUMBER. THE CMOS WILL BE REQUIRED TO PROVIDE THE SICK REPORT NUMBER TO THEIR SUPERVISOR FOR ENTRY INTO THE COMMAND'S TELEPHONE MESSAGE LOG.

FINALLY, IT IS IMPERATIVE THAT ALL MEMBERS OF THE SERVICE IMMEDIATELY NOTIFY THE MEDICAL DIVISION WITH ANY CHANGE IN THEIR MEDICAL CONDITION (I.E., HOSPITALIZATION, HOSPITAL DISCHARGE, RESULTS OF A COVID-19 TEST, RETURN TO WORK, ETC.)

COMMANDING OFFICERS WILL ENSURE THE CONTENTS OF THIS MESSAGE ARE ADHERED TO BY MEMBERS OF THEIR COMMAND, AND THAT A COPY BE CONSPICUOUSLY POSTED.

AUTHORITY: CHIEF OF PERSONNEL
OPS. UNIT BROADCAST MESS. NO. 03/27-007
PO HUCKE 1155 HOURS

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