

Pandemic/COVID-19

Residential Sick Call Procedure

- Centralized Number for all Sick Calls: All staff will call the following:
 - 508-455-6406: COVID-19 Screening is completed
 - Sick calls are then funneled to the appropriate PD or PCII who are responsible for filling the shift
 - Staff are still asked to place their call giving time for replacement staff can be found
 - 4 hours before start of shift
 - Every effort is made to ensure at least 4 hours of sleep time if replacement staff are placed in a triple
- All PD's and PC II's are responsible for their sites 24/7. They will report to their assigned VP.
- VP's have been assigned to either the COO or the CPO.
- On-Call assignments are found in the Pandemic Folder under On-Call procedures