



HOUSTON FIRE DEPARTMENT

MEMORANDUM

To: All Officers and Members
From: Michelle Bentley, Assistant Chief *MB*
Through: Rodney West, Assistant Fire Chief *RCW*
Subject: Workers' Compensation Reporting
Date: March 23, 2020

- Mayor**
Sylvester Turner
- City Council**
- District A**
Amy Peck
- District B**
Jerry Davis
- District C**
Abbie Kamin
- District D**
Carolyn Evans-Shabazz
- District E**
Dave Martin
- District F**
Tiffany Thomas
- District G**
Greg Travis
- District H**
Karla Cisneros
- District I**
Robert Gallegos
- District J**
Edward Pollard
- District K**
Martha Castex-Tatum
- At-Large 1**
Mike Knox
- At-Large 2**
David Robinson
- At-Large 3**
Michael Kubosh
- At-Large 4**
Letitia Plummer
- At-Large 5**
Sallie Alcorn
- Controller,**
Chris Brown

Please ensure **ONLY** the **CURRENT** HFD Form 51 "Supervisors Incident Packet" located on HFD Desktop/Document Center/Forms is used to report an occupational injury, illness, or exposure. Earlier printed versions of the packet contain outdated contact information and reporting instructions and may delay processing of the claim.

Supervisors reporting a member's possible exposure to COVID-19, please utilize the following guidelines:

- For member exposures designated as "**Low Risk**" by Infection Control and Medical Direction –
 - Upon completion of the Supervisor's Incident Packet, check the "**Record Only**" box in Section 1
 - **Fax** the Supervisor's Incident Packet to **(832)395-9470** OR **email** to hrwcf@houstontx.gov
- For member exposures designated as "**Medium Risk**" or "**High Risk**" by Infection Control and Medical Direction –
 - Upon completion of the Supervisor's Incident Packet, check the "**Medical**" box in Section 1
 - **Call (832)393-7233 (SAFE) then PRESS Option 1**
 - Use the completed Incident Report to answer all questions asked by the call taker
 - **Document the reference #** provided by the call taker in **Section AC** of the Incident Report
 - **Fax** the Supervisor's Incident Packet to **(832)395-9470** OR **email** it to hrwcf@houstontx.gov
- A member required to self-quarantine per Infection Control and Medical Direction as a result of a "Medium Risk" or "High Risk" on-duty exposure shall be **coded as WC** if unable to report for work on his/her next scheduled shift and any subsequent shifts UNTIL CLEARED BY INFECTION CONTROL to return to work.
- Members who need assistance in locating a Workers' Compensation Health Care Provider, including Telemedicine options, may contact the **WC Hotline: (832)393-7233 Option 3**

20-101



Samuel Peña, Fire Chief
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 "Courage, Commitment and Compassion"
www.houstontx.gov/fire

