


Thurston County Fire Protection District 8

HR/LF PROCEDURE



POLICY TITLE:	Interim Guide: COVID-19 Safe Work Plan
POLICY NUMBER:	2-01B
REVISION:	0
DATE ISSUED/REVISED:	8 June 2020
FIRE CHIEF APPROVAL:	

Objective for Safe Work Plan: This document outlines a plan to prevent the spread of COVID-19 in the District’s workplace. It also is intended to address the measures established by the Governor’s guidance, the Department of Labor & Industries (L&I) [Coronavirus \(COVID-19\) Prevention: General Requirements and Prevention Ideas for Workplaces](#), and the [Washington State Department of Health Workplace and Employer Resources & Recommendations](#) (DOH). This plan incorporates the latest best practice industry guidance available from the Centers for Disease Control, the International Fire Chiefs Association and the International Association of Firefighters.

1--Social Distancing, Masking, and Additional Engineering Controls

Except when a member is working alone in a room/office, or traveling alone in a vehicle, six-foot separation and additional engineering controls, such as local ventilation (e.g. open windows/doors allowing cross-through airflow), physical barriers, and/or face shields, will be maintained whenever practical. Additionally, the following area-specific guidelines should be observed inside District facilities and vehicles:

1. In common seating areas of living quarters, such as kitchens and day rooms, arrange seating to maximize available spacing between members while eating or during leisure (non-work) activities. All shared items (e.g. condiments, utensils, remote controls, etc.) should be sanitized between different users.
2. In meeting rooms, arrange tables and chairs to maximize physical separation. In-person meetings should be limited to 5 individuals (in “Phase 2”) and remote meeting options should be considered whenever practical. If using meeting rooms for meals, avoid gatherings of greater than 5 individuals during “Phase 2” and no more than 10 individuals during “Phase 3” of the Washington “Safe Start” Plan. All shared items should be sanitized between different users.
3. In workout rooms, maximize physical separation from others and sanitize equipment between users. Stagger workout sessions as necessary to avoid overcrowding and allow for adequate physical separation.
4. When two or more members are traveling together in a District vehicle, windows should be rolled down or the vehicles climate control system should be activated with outside air (not recirculating) to force continuous airflow and ventilation.
5. Use available physical barriers or move outside for interactions with the public (other than emergency responses).
6. When the physical distancing and/or engineering controls listed above are not feasible for other than occasional passing or incidental contact between individuals, the following prevention measures will be taken:

- a) If not on emergency responses, at a minimum, cloth or surgical masks will be worn by members.
- b) While on emergency responses, members will follow established guidelines set forth in District Interim Guides *2-01 COVID-19 Incident Response*, and *2-01A COVID-19 Member Health & Safety*.
- c) Members are encouraged to wear cloth or surgical masks at any time they are unsure of their ability to maintain adequate physical separation and above listed engineering controls.
- d) No discrimination or discouragement will be tolerated that targets members who elect to observe levels of personal protection above the minimum standards described herein.

2--Authorized Visitor Traffic Management

1. Occupancy in firestations will be restricted to on-duty staff and authorized visitors only.
2. “Authorized visitors” are defined as maintenance staff, essential workers, visitors of an official nature and others as approved by the Fire Chief.
3. All members and authorized visitors enter the firestation at controlled locations for medical screening as defined in District Interim Guide *2-01A COVID-19 Member Health & Safety*.
4. Further access to firestation facilities by authorized visitors will be determined based upon best practices available at the time subsequent “Phases” are implemented by the Governor, County Board of Health and the County Health Officer.

3--Personal Protective Equipment (PPE)

1. All members will be provided, at no cost to them, PPE appropriate for their job function or the activity being performed.
2. Refer also to District Interim Guide *2-01A COVID-19 Member Health & Safety*.

4--Sanitation and Cleaning

1. All high-touch areas at District facilities are frequently sanitized, including restrooms, doors and all commonly touched surfaces; other areas include:
 - a) Patient compartments of transport vehicles will be decontaminated between each patient transport.
 - b) Athletic workout equipment will be sanitized between each user.
 - c) High touch areas in vehicles will be sanitized at the beginning of each shift and following any “high risk for exposure” incident response.

5--Hand Washing

1. Members and authorized visitors are required to wash hands frequently throughout their shift including before and after going to the bathroom, before and after eating and after coughing, sneezing or blowing their nose.
2. Hand sanitizer (greater than 60% ethanol or 70% isopropanol) is available at entry points and throughout all District facilities in high traffic areas.
3. Disposable gloves are provided for use where necessary.

6--Employee Health Screening

1. Refer to District Interim Guide *2-01A COVID-19 Member Health & Safety*.
2. Any area where a sick member may have worked will be immediately cleaned and sanitized using [cleaning guidelines from the CDC](#).

7--Employee Training

1. All members will be aware of measures to prevent transmission of COVID-19 and how to protect themselves from exposures.
2. Safety information, hygienic practices and policies/procedures are posted on-site at every firestation entry point, on District health & safety boards and available on the District's computer network.
3. Information regarding member rights under [Stay Home, Stay Healthy Proclamation 20-46](#), [high risk employee rights](#), and [Families First Coronavirus Response Act](#), use of unemployment benefits and other paid time off resources is posted at each staffed firestation.

8--Plan Monitoring

1. Member compliance with the plan will be monitored by the District Health & Safety Officer.
2. The District Health & Safety Officer will regularly report to the Fire Chief on the level of compliance.

9--Member and Authorized Visitor Logging

1. A daily log of all members and authorized visitors will be kept and maintained for at least four weeks.
2. The log includes name and phone number of all authorized visitors.
3. The log will be maintained by the District Health & Safety Officer.
4. Shift logs of on-duty members are maintained through the District records management system and will be maintained on a records retention schedule as determined by industry standards. Refer also to District Interim Guide *2-01A COVID-19 Member Health & Safety*.