

# Memo

**To: All Employees**

**From: Director**

**CC:**

**Date: March 15, 2020**

**Re: COVID-19 Guidelines**

**The following guidelines will be in place immediately:**

- No visitors will be allowed at the Center until further notice – this includes family.
- Stay on our side of the building and do not go into the bay area or the CFD day/room kitchen area – this includes staying away from the ice machine and vending machines in the bay.
- Employees will not be allowed to leave the Center until their shift is over – this includes trips to the store, restaurants, fast food to pick up food. This does not mean that you have to stay inside the radio room for the whole shift, you can still go to the bathroom and take breaks in the area outside of the radio room and/or go outside. In fact, we encourage you to go outside and take time to de-stress away from the radio. Be cognizant of other employees as you take your break.
- Please plan accordingly prior to arriving for your shift by having all the necessary supplies you need for your shift. We have provided a refrigerator and microwave for you to bring food from home and reheat it, please only bring the food you need for your shift each day and remove your items at the end of the shift.
- When you are off duty, we would like for all of you to limit your social contact with the public.
- Remember to adhere to our policies about confidentiality and social media usage. Do not post or discuss our operations plan or any other public safety agency's plan with others or share on social media. We play an integral part in preventing mass hysteria and should not leak any classified information or any medical information.

**Preventing the spread of germs:**

- Cover your mouth with the upper part of your sleeve, not your hand, when coughing or sneezing to prevent the spread of droplets/germs to other surfaces that can be touched by others or

breathed in by others; and utilizing proper hand washing techniques as posted in the bathrooms.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- It is suggested that you wash your hands any time after you touch a surface that other employees touch.
- If you have fever, cough and difficulty breathing, seek medical care early.
- Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your primary care physician. During this time, if you call-in sick you will need a doctor's excuse.
- If you are anyone in your family contract COV-ID 19, please contact your supervisor ASAP.

#### **At the Beginning of Your Shift:**

- When you enter the Center, use the hand sanitizer near the door. Clock in on the time clock by using your identification card on Kronos and your fingerprint on NovaTime.
- After clocking in, wash your hands with soap and water in the bathroom before entering the radio room.
- All employees are to wipe down all console surfaces including key boards and mouse controls prior to a relief taking over your workstation with the provided sanitizing wipes.

#### **At the end of your shift:**

- Remove your food items from the refrigerator and take them home.
- At shift change, commonly touched public surfaces such as door handles, etc. will be wiped down.
- After clocking out, wash your hands with soap and water before leaving to go home.

#### **During your shift:**

- Wash your hands when you leave the radio room and before returning to the radio room.

#### **Proper Hand Washing Technique:**

- Proper hand washing is probably the single most effective barrier to infection.
- Hands must be thoroughly and properly washed at the beginning and end of each shift, after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating and preparing food.
- Remove all debris from hands and arms.
- Rinse hands under cool running water and apply antimicrobial soap, lather well.
- There is a 20 second minimum washing time for hands and fingers.
- Work soap around fingers and nails. Do not use a scrub brush because it may cause abrasions.
- Rinse thoroughly with cool running water (hot water opens pores and dilates capillaries).
- Dry hands with paper towels and use the towel to turn off the faucet.
- Cover cuts and abrasions with Band-Aids or finger cot until fully healed.

We are keeping in touch with the Department of Public Health and other public safety leaders in the City and County. We will notify everyone as we receive updates about this situation. If you have any questions,

please let us know. We hope to minimize your exposure to COV-ID 19 and hope that you will assist us in keeping us all as healthy as possible.