



STRONG
for **YOU**

2020-AP-146

Memorandum

Date: March 16, 2020
To: All Personnel - Fire and Paramedic Staff
From: Mark Hodge
Deputy Fire Chief
Russ Crocker
Deputy Chief-Operations

Subject: COVID-19 Disinfection / Cleaning Processes

Paramedic and Fire Services are reminding all staff to completely clean and disinfect your stations and vehicles each shift with a focus on common touchpoints including:

- Door handles
- Phones
- Computer work stations, including keyboards and mice
- Television remotes
- Photocopiers and fax machines

For buildings (Fire or Paramedic Services) already currently being cleaned by the vendor on record - additional attention will be focused on all common touch points.

In addition to this, the following will be initiated immediately:

- All Fire Stations
 - Public Works staff will be issuing extra cleaning supplies to each Fire Station for Fire personnel to use as needed. Onsite designate will be an on-duty officer who will have to sign off when the product is delivered. For Volunteer Fire Stations this will be coordinated with Area Commander Ron Jeffries.
- All Paramedic Response Stations
 - Public Works will utilize cleaning staff from Tim Horton's Field to perform two times a day cleaning of all touchpoints at Paramedic Stations.

Both agencies are working together to keep our staff and the public as safe as possible and are currently reviewing engaged in the following:

- We have purchased additional items to assist with cleaning and disinfection. Further details of these initiatives will be released, once appropriate consultation and agreements have occurred with each agencies JOHSC.

- We are working to secure another vendor who can disinfect and clean any ambulance or fire apparatus when required. Each department is currently working on a deployment process for the use of this service.

To assist with this, please remain diligent in performing station cleaning duties and practicing good personnel hygiene as these practices have shown to decrease the transmission of COVID-19 greatly.

MH/RC/kd