



Palm Beach Fire Rescue

Field Operations Guide

V2.0 April 2, 2020

Fire Station Policy

Screening Procedures

- Supervisors shall ensure that a screening is being performed every shift before their employees assume duty, at any time, in the designated screening area of the station.
- All screening materials will be available in the designated screening area including:
 - Oral thermometer with probes, gloves, surgical masks, hand sanitizer, sani-wipes, etc.
- A “Mid-Shift” screening shall be performed at approximately 2000 hours.
- All screenings will evaluate the following and log all findings:
 - Does the employee not have a cough, fever, shortness of breath, sore throat, or any other flu-like symptoms since their last shift?
 - An oral temperature **MUST** be taken. In the case that the oral temperature is higher than 100.0°F, the employee will immediately put on a surgical mask and notify their supervisor.
- Upon any positive findings, chain of command shall be followed to advise the Battalion Chief (On duty Infection Control Officer) of a positive screening.
- The Battalion Chief will notify the Division Chief of EMS via phone or email.

Station Disinfection/Cleaning

- Fire Stations shall be disinfected and cleaned twice per shift
- The off-going shift shall clean and disinfect the station before 0730 hours to ensure the station is ready for the oncoming shift. (This includes the use of the Vital Oxide sprayer)
- Disinfectant spray (Vital Oxide) and wipes shall be used to clean all “high touch” surfaces inside the station such as:
 - Knobs/Handles
 - Phones
 - Light switches
 - Sink and toilet handles
 - Chairs and tables
 - Keyboards and mice
 - Refrigerator, oven, and stove knobs/handles
 - Coffee machine
 - Cabinet handles



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- Elevator buttons
- Stair Railings
- Radios and radio batteries
- Locker/bunk room handles
- Disinfectant spray and wipes shall be used to clean all “high touch” surfaces in the bay such as:
 - Bay door control buttons and switches
 - Tools and equipment
 - Plymovent tubing
 - Railings
 - Storage racks
 - Work benches
- Gym areas and equipment shall be disinfected regularly before and after use.
- Employees should report to work in civilian clothing and keep their uniforms limited for use in the station as much as possible.
- Employees will be sure to have several spare uniforms on hand in order to be able to change in the case of any suspicion of contamination.
- Employees should change into civilian clothing prior to departing home after their shift.
- Station uniforms and bedding should be washed at the fire station, not at home.
- It is the responsibility of each employee to clean and disinfect their bunk room before and after use.

Station Regulations

- Surgical masks should be used by all employees in common areas throughout the station
- During this time Fire Stations will be closed off to all visitors including family members, station tours, multi-company training, etc.
- Gym usage will be restricted to 2 personnel at any given time
 - Station 1 personnel are restricted to gym usage before 1730hrs.
- Any town employee who requires entrance into the station shall be screened and logged in a visitor screening log prior to entry into the station. Visits will be limited by administration as appropriate.
 - Exceptions will be made for Fire Station 1 for IT personnel that will need to access 3rd floor servers.
- Any companies dropping off packages (E.g. UPS, FedEx, USPS, food delivery, etc) shall be advised to drop the packages outside and they will be brought in by the crew.