

	City of Richmond Fire Department Memorandum Richmond, Kentucky	DATE OF ISSUE: 03/17/2020	EFFECTIVE DATE: 03/17/2020
TO:	All Personnel	SUBJECT: Richmond Fire Department Operational and Administrative Response Plan COVID-19	
FROM:	Fire Chief Sam Kirby		

Due to the rapidly evolving situation involving COVID-19 in our community, the department is making the following operational changes, effective immediately:

- The Richmond Fire Department is restricting access to non-Richmond Fire Department personnel from entering fire stations except during an actual emergency.
- All public events to take place inside of a fire station have been postponed indefinitely.
- All public education events have been postponed indefinitely.
- Operational guidelines have been altered to protect the public and our employees and to prevent the spread of COVID-19. These operational changes will not change the quality of service provided to the public.
- In person fire inspections will be restricted to immediate life and safety hazard complaints.
- Companies shall limit travel out of the stations to only essential trips.
- When shopping for groceries, only one crewmember shall go into the store; the others shall remain with the apparatus.
- Companies shall limit visiting other stations to emergency situations only.
- Stations shall be closed to non-essential personnel and the public, including family members. Walk-ins and car-seat appointments shall be handled outside the stations when possible.
- All non-essential travel is prohibited.
- Crews shall institute a twice-daily disinfecting routine in the stations morning and night. Efforts shall be made to clean commonly touched surfaces such as door knobs, drawer and cabinet pulls, faucet handles, apparatus door handles, lockers, steering wheels, phones, keyboards, remotes, etc.

Additionally, the following steps shall be implemented immediately to protect our members and the public:

- All personnel will be required to take their temperature upon arrival to work, at 1900 HRS, and prior to leaving shift and document on provided information sheet. Any member with a temperature at or above 100.4 is not permitted to report to work. Members should utilize the existing call-in procedure if they are at or above 100.4 degrees Fahrenheit.