

# Memorandum

## Rogers Fire Department



**To:** All Personnel  
**From:** Tom Jenkins  
**CC:**  
**Date:** March 24, 2020  
**Re:** COVID-19 Station Precaution and Operational Changes

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The COVID-19 virus has impacted many aspects of life and will continue to do so for the next several weeks and/or months. While the virus has a low mortality rate for the demographic of our workforce, the real public health risk is the spreading of the virus to vulnerable populations with much higher mortality. The Centers for the Disease Control and the White House have both recommended that precautions be taken to limit the spread of the virus from person to person. Within the RFD we will adopt the following changes to practice and protocol until this situation has stabilized:

1. Each morning ALL employees (civilian and sworn) will have their temperature checked and be assessed for symptoms compatible with COVID-19. Employees who are febrile or ill should immediately be sent home. Results should be documented on the Arkansas Department of Health form provided to each fire station.
2. The workplace (stations, apparatus, tools) will be cleaned more frequently. Downtime around the stations should be spent disinfecting door handles, counter tops, and other "high use" areas several times each day.
3. Personal hygiene should be emphasized. The greatest positive impact on the spread of this virus comes from washing your hands and practicing basic hygiene. Besides washing your hands when you normally would (e.g. after the restroom, before eating, etc) increase the frequency to include when you come into the building, after calls, at the completion of meals, etc.
4. Visitors to stations should be eliminated. This includes ridealongs, job shadowing, and tours. If/when we have patients that walk into fire stations, move them outside or at least to the apparatus bays for diagnosis and treatment. Clinical rotations are still permitted but those individuals must be screened as described in #1.
5. Public interaction should be minimized. Stay in quarters as much as possible and do not eat out. For those companies needing food, trips to grocery stores and getting "to go" meals are approved.