



SPECIAL NOTICE 20-013

DATE: April 24, 2020
TO: All Admin Personnel
FROM: Bryan Collins, Fire Chief
RE: Admin update COVID-19

All,

As you're aware we are still in the early phases of trying to control and limit the spread of the COVID-19 virus. The good news is that our efforts to social distance as a State and Nation appear to be working, as the rate of new infection has slowed in several parts of WA, and in some of the most severely impacted areas within our Country. Here in Spokane County we are beginning to see encouraging signs, but continue to see new cases with significant illness every day.

The stay at home order from our Governor is still in place and will remain so until **at least** May 4th and could possibly be extended. Consider this "Phase 1". As such we will continue to work remotely whenever possible, coming into the offices only when necessary to conduct essential business or operations that cannot be conducted remotely.

The following guidance is provided during "Phase 1".

Effective Friday April 24th, if you have to come into the administrative offices, I ask that you follow the following revised "Phase 1" procedures and precautions:

Temperature Checks - Upon entrance to the Admin building you will be required to check your temperature. A thermometer, gloves, and appropriate disinfectant solutions will be provided on the first and second floors of the building. Please take your temperature to assure that it is less than 100.4 degrees before proceeding to your office or work area. If your temperature is greater than 100.4 degrees please return home and consult with your healthcare provider.

Face Coverings - When in the admin building you will need to wear a face covering. Face coverings will be provided at the temperature check stations located on the first floor of the building. You are also welcome to wear a personal face covering, N95, or surgical face mask if you desire. Coverings should be worn at all times within the building and work environment **except** if you are working in an enclosed office by yourself, behind a closed door. Prior to leaving your office please don your face covering until such time as you are outside the building.

SVFD Vehicles - When two or more people are in a department vehicle everyone in the vehicle will need to wear a face covering. If you are solo in the vehicle this does not apply.

Social distancing – Continue to practice social distancing keeping a minimum of six (6) feet away from others whenever possible. Avoid gathering in break rooms, offices, meeting rooms etc. whenever possible.

Disinfecting and good hygiene – Continue the practice of disinfecting surfaces and items that you come in contact with on a regular basis. Disinfecting supplies are located on all levels of the building, along with alcohol based hand sanitizer. Wash hands frequently with soap and warm water for 20 seconds or more.

There will be a time at some point in the future when we will begin to transition back to working within our admin building. This time frame will be considered “Phase 2”. I am currently evaluating various recommendations and practices in an effort to eventually implement those protective measures that would be most effective for keeping our employees safe, while appropriate for our working environment. Further guidance will be provided prior to implementing “Phase 2”.

If you have questions.....please ask and we will do our best to give guidance!

Keep up your good work and your great attitudes! We will get through this!

Be safe, and please take care,

Chief Collins