



METCHOSIN FIRE DEPARTMENT

COVID-19 SAFETY PLAN



4440 Happy Valley Road, Victoria BC V9C 3Z3

Purpose:

To provide guidance for all firefighters, officers, municipal staff and visitors to the Metchosin Fire Department during the COVID-19 worldwide pandemic.

Scope:

This policy applies to all firefighters, officers, municipal staff and visitors to the Metchosin Fire Department.

1. **Risk Assessment:** Prior to commencing with training, the Officer in Charge (OIC) or instructor must assess each training session using the COVID-19 Risk Assessment Tool to determine the risk factors and risk mitigation, help define if the training is essential or non-essential and set the level of risk to the personnel in proceeding with training.

The completion of the Risk Assessment Tool will help guide officers if training should proceed and what steps need to be implemented to mitigate a potential COVID-19 exposure. The identified risk factors and risk mitigations for each training session shall be shared with personnel prior to the training commencing.

2. **COVID-19 Protocols:**

- All students, prior to entering the fire hall shall have completed the COVID-19 Student Entry Screening.
- **Upon arrival for training all personnel are informed of the identified risks and mitigation(s) for the planned training prior to commencement**
- All personnel will perform good hand hygiene including frequent hand washing and sanitizing of hands when entering and exiting the classroom / facility.
- **No personnel will attend with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing and must self-isolate at home for a minimum of 14 days.**
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to self-isolate for 14 days and monitor for symptoms with COVID-19, as you may be non-symptomatic.
- **Maintain a 2m physical distancing and do not congregate prior, during or after training in training rooms, offices, apparatus bays, on apparatus or while donning or doffing PPE.**
- Should anyone become sick during training, they shall be sent home immediately.
- **Proper documentation of attendance shall be is logged for all training events, including names and address of all involved. *Name and contact information may be used for tracking purposed if required.***
- All apparatus and equipment shall be cleaned and disinfected after each use.
- **All tables, chairs, doorknobs and other high touch surfaces shall be cleaned and disinfected after class.**
- Each student shall clean their workstation surfaces.
- **All students, instructors and visitors shall observe physical distancing recommendations when possible.**
- When not possible to observe physical distancing protocols protective masks and gloves are to be worn.
- **The facility is closed to the public and open to students, instructors and visitors by invitation only.**
- Occupancy limits have been posted in each classroom and common area. All classrooms have a limited occupancy of a maximum 12 people.

3. **ENHANCED CLEANING/DISINFECTING:**

- Janitorial services will complete a thorough cleaning after each use of the facility.
- **Users of the facility must ensure that appropriate cleaning and/or disinfecting occurs throughout the workday in common areas and other high touch surfaces.**
- Users of the facility should ensure regularly touched surfaces are disinfected frequently within their own workspace(s).

4. **SHARED WORKSPACES/EQUIPMENT INCLUDING VEHICLES:**

- Personnel are discouraged from sharing equipment (i.e. pens, phones, other tools).
- **The need to share workspaces and equipment will be minimized.**
- When it is necessary to use a common workstation or piece of equipment the surface should be disinfected before and after use. If there is doubt about the cleanliness of an area or item, it is encouraged to disinfect the area or item before and after use to reduce the risk of contamination.
- **Limit the exchange of papers.**
- Any use of apparatus or vehicles or a shared station must ensure that high contact surfaces within the vehicle or work surface are routinely disinfected.

5. **PERSONAL PROTECTION EQUIPMENT (PPE)**

- Protective masks mandatory when inside the structure. The training facility will make available if requested.
- **While gloves may provide protection for your hands, they do not prevent of the transfer of coronavirus to other surfaces. Frequent hand washing is mandatory even when wearing gloves.**

6. **STRESS/ANXIETY/MENTAL HEALTH AWARENESS**

- Practice self-care. emotional stress, anxiety or concern is natural under the present circumstances. Anyone who feels they are experiencing negative mental health implications should seek assistance as soon as possible.