

March 26, 2020  
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TO: ASSISTANT FIRE CHIEFS, BATTALION CHIEFS,  
AND FIRE STATIONS  
REGIONAL OPERATIONS BUREAUS

FROM: CHIEF DEPUTY DAVID R. RICHARDSON JR.  
EMERGENCY OPERATIONS

SUBJECT: **SOCIAL DISTANCING AT FIRE STATIONS AND WORKSITES**

DISPOSITION: RETAIN IN BRIEFING MANUAL UNTIL FURTHER NOTICE

The health, safety, and welfare of all members and our families continues to be the Department's primary goal as we work through the COVID-19 emergency. As COVID-19 has progressed from source patient to community spread, the potential impacts of infection of Department personnel are very serious, not only for our personal and family's health, but also for the communities we serve. Maintaining an effective workforce is essential to continue to accomplish the Department mission.

Based on recommended best practices and orders from the Center for Disease Control (CDC), California Department of Public Health (CDPH), Los Angeles County Department of Public Health (DPH), and our Medical Director, the Department has implemented a number of directives and guidelines to mitigate the spread of COVID-19. One of the most effective mitigations is social distancing.

Personnel have successfully implemented the utilization of proper personal protective equipment (PPE) and assessment practices on emergency incidents, and now it is critical that we heed the experts' direction and practice social distancing in our fire stations. With confirmed cases of COVID-19 community spread, it is **no longer BUSINESS AS USUAL**.

The following actions shall be implemented immediately:

- Practice social distancing by maintaining a minimum of six (6) feet between personnel when and where possible. Specific strategies to achieve social distancing in the fire station include:
  - Conduct daily line-up on the apparatus floor or open area.
  - Conduct company briefings in lieu of station briefings at multi-company houses.
  - Conduct organized mess in small groups to maintain six (6) feet between personnel seated at the kitchen table and clean/disinfect between each group.

Assistant Fire Chiefs, Battalion Chiefs,  
and Fire Stations  
Regional Operations Bureaus  
March 26, 2020  
Page 2

As a reminder, the following practices will reduce further exposure within the station:

- Clean and disinfect station areas multiple times throughout the shift and after personal use (see EA-139, dated March 16, 2020).
- Practice proper hygiene through regular hand washing a minimum of 20 seconds. Consider carrying bars of soap on the apparatus for immediate hand washing after patient care.
- Refrain from wearing firefighting PPE on EMS calls unless warranted.

**All Company Officers shall:**

- Ensure all team members are briefed.
- Enforce measures to reduce the spread of COVID-19.
- After briefing team members, provide a confirming email to your respective battalion chief **by March 30, 2020**.

**All Battalion Chiefs shall:**

- Ensure all company officers are briefed.
- Ensure measures to reduce the spread of COVID-19 are enforced.
- Provide a confirming email to your respective assistant fire chief noting briefings have been completed **by March 30, 2020**.

**All Assistant Fire Chiefs shall:**

- Ensure all battalion chiefs are briefed.
- Ensure measures to reduce the spread of COVID-19 are enforced.
- Provide a confirming email to your respective deputy chief noting completion and engagement **by March 30, 2020**.

Through your leadership and combined efforts, we will continue to work through the COVID-19 threat, maintain a healthy workforce, and continue to provide exemplary service.

Please contact your jurisdictional deputy chief with any questions.

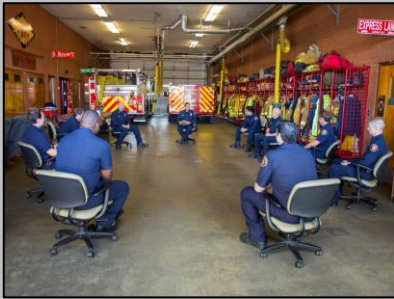
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Attachment

**ALL PERSONNEL SHALL READ AND INITIAL**  
“A” “B” “C”

# FIRE HOUSE SOCIAL DISTANCING 101

ONLY YOU CAN HELP PREVENT THE SPREAD OF COVID-19 IN YOUR FIRE STATION!



Line up on the apparatus floor.



Eat in shifts.



Wash bedding often.



Exercise in shifts.



Clean after each use.

“HIGH TOUCH SURFACES” HANDLES, RADIOS, PHONES, MDC, TABLES, CHAIRS, REMOTE CONTROLS, REFRIGERATORS, FAUCETS, LIGHT SWITCHES, ETC. THESE SURFACES **MUST** BE CONTINUALLY CLEANED WITH DEPARTMENT PROVIDED PRODUCTS.

