



**FRASER LAKE FIRE RESCUE**  
**OPERATIONAL GUIDELINE**

**O.G. #**

**SECTION: 2 - SAFETY**

**TITLE: CLEANING AND DISINFECTING AREAS POTENTIALLY  
EXPOSED TO COVID 19**

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**PURPOSE:** This procedure is a standardized approach for disinfecting equipment and vehicles. Provided are instructions on how to decontaminate surfaces including cleaning and disinfecting.

**SCOPE:** Applies to all Fraser Lake Fire Rescue Personnel.

**POLICY:** During the Covid-19 pandemic extra precautions must be taken to ensure the spread of the virus minimized and all areas, vehicles and equipment are sanitized after use.

**PROCEDURE: PERSONAL PROTECTIVE EQUIPMENT**

**Personal Protective Equipment**

- PPE is your last line of defense. You must ensure that you understand its importance, you wear it properly, it fits properly, and you know how often to change or replace it.
- Respiratory protection is required in either a ½ mask respirator with P100 filters or an N95 face mask. They are both effective and acceptable. You must be properly fit tested to wear either one.
- A face shield is recommended to avoid splash transfer onto the face while conducting cleaning activities with liquids in close proximity.
- Wear disposable gloves and change frequently. Follow the strict guidelines on donning and doffing as to not expose yourself to potential contamination. Gloves should be discarded after each cleaning. Clean hands immediately after gloves are removed.
  - Wash your hands often with soap and water for at least 20 seconds.
  - Wash immediately after removing gloves and after contact with an ill person.
  - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 65-70% alcohol must be used.

**DECONTAMINATION PROCESS**

**Clean Surfaces First**

- First clean all surfaces from top to bottom using soap and warm water. Soiled surfaces cannot be effectively disinfected if they are covered with dirt.



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- Clean high touch surfaces more frequently such as tables, door- knobs, light switches, countertops, handles, desks, phones, keyboards.
- When using a combination cleaner / disinfectant always read the label and follow manufacturer directions.

**Disinfect Surfaces**

- You can use diluted household bleach solutions if appropriate for the surface. Check the expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Wear appropriate PPE and ensure good ventilation.

**Decontamination of Equipment and Vehicles**

- Once again, if the surface is soiled and dirty you must clean the surfaces first and then disinfect second to be effective. This is not an issue with surfaces that are cleaned regularly.
- Spray the entire cab of vehicle using the disinfectant spray. Starting with the window, working down to the dash, the steering wheel and column, control buttons, doors and handles, seats, panels.
- Spray all equipment using the disinfectant spray.
- Allow the disinfectant time to soak and activate for 5 minutes prior to wiping.
- Slowly wipe away the disinfectant using the surface wipe method for high - touch surfaces such as door handles, interior of the vehicle including the head liner of the vehicle.
- Slowly clean using the surface wipe method and glass cleaner for interior windows and glass.
- Slowly manually wipe down the vehicle loading doors and handles, and any areas that may have been contaminated, with disinfectant.
- Ensure that all cleaning waste products are immediately discarded into the garbage can.

**REFERENCE:**

WorkSafe BC Occupational Health and Safety Regulation



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\_\_\_\_\_  
SIGNATURE OF FIRE CHIEF

DATE OF ISSUE: JUNE 1, 2020

THIS O.G. REPLACES: \_\_\_\_\_

ISSUED ON: \_\_\_\_\_



**FRASER LAKE FIRE RESCUE**  
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**SECTION: 2 - SAFETY**

**TITLE: COVID-19 TRAINING & RISK ASSESSMENT TOOL**

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**PURPOSE:** To establish a risk analysis and risk mitigation procedure for firefighter training during the Covid-19 Pandemic.

**SCOPE:** Applies to all Fraser Lake Fire Rescue Personnel.

**POLICY:** During the Covid-19 pandemic all training plans must be assessed using the Covid 19 Risk Assessment Tool to determine what risk mitigation is required for training to commence.

**PPE:** Ensure that all appropriate personal protective equipment is worn correctly while conducting this procedure.

**PROCEDURE:**

**1. Prior to commencing with training, the Officer in Charge (OIC) or Training Officer (TO) must assess each training session using the Covid 19 Risk Assessment Tool to determine:**

- Risk Factors
- Risk Mitigation
- If the training is essential or non-essential
- Risk level to personnel in proceeding with training

The completion of the Risk Assessment Tool will inform if the 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. Implement standard Covid 19 risk mitigation for all personnel; the OIC or TO will ensure all personnel are oriented and understand these policies and procedures:**

- All personnel will perform good hand hygiene including frequent hand washing and sanitizing of hands when entering and exiting the fire station
- No personnel will attend with symptoms of COVID-19 including fever, chills, cough, shortness of breath, sore throat and painful swallowing, must self-isolate at home for a minimum of 10 days



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- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- 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
- Maintaining 2m social distancing and not congregate prior, during or after training in training rooms, offices, apparatus bays, on apparatus or while donning or doffing PPE.
- When 2m social distancing is not practicable during training, a SCBA mask and pack, N95 or cloth face mask shall be worn.
- Understand where to wait prior to the start of training
- Understand the procedure for isolating and sending home anyone who becomes sick during training
- Ensure their attendance at any training event is logged
- Understand the procedure for cleaning apparatus and after use
- Understand the procedure for use and cleaning high touch surfaces
- Understand the procedure for use and cleaning of firefighting tools and PPE
- Clear direction is provided for all personnel upon arrival for training; personnel are informed of the identified risks and mitigation(s) for the planned training prior to commencement



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### **Training Risk Assessment Tool**

Prior to commencing with training the Officer in Charge (OIC) or Training Officer (TO) must assess each training session using the Covid 19 Risk Assessment Tool to determine:

- Risk Factors
- Risk Mitigation
- Determine a level of importance to the training (Essential or non-essential)
- Risk level to personnel in proceeding with training

The completion of the Risk Assessment Tool will inform if the 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.

#### **Standard Risk Mitigation for all training**

- All personnel will perform good hand hygiene including frequent hand washing and sanitizing hands when entering and exiting the fire station.
- 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 10 days.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions.
- 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.



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- Maintaining social distancing and not congregating prior, during or after training in training rooms, offices, apparatus bays, on apparatus or while donning or doffing PPE.
- Personnel understand where to wait prior to the start of training.
- Personnel understand the procedure for isolating and sending home anyone who becomes sick at during training.
- The OIC or TO ensure attendance at any training event is logged
- Personnel understand the procedure for cleaning apparatus after use
- Personnel understand the procedure for cleaning and use of high touch surfaces
- Clear direction is provided for all personnel upon arrival for training; personnel are informed of the identified risks and mitigation (s) for the planned training prior to commencement.



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### Training Risk Assessment Tool

#### Training Overview

Date:	Department Name: Fraser Lake Fire Rescue	Training Topic:
Is Training Essential and important to maintain the safe response of firefighters? <input type="checkbox"/> Yes   <input type="checkbox"/> No If yes, please provide details:		PPE Required (Non-COVID):
Training Location:	Training Type:	

#### Risk Assessment and Mitigation

Risk Factors	Risk Mitigation
The training group includes vulnerable populations (underlying health conditions, seniors). <input type="checkbox"/> Yes   <input type="checkbox"/> No	Some of the training be conducted virtually via an online platform. <input type="checkbox"/> Yes   <input type="checkbox"/> No
The training group is coming from a larger population ( for example personnel from multiple departments or stations training together). <input type="checkbox"/> Yes   <input type="checkbox"/> No	A skill or a portion of the training can be safely omitted to allow for social distancing <input type="checkbox"/> Yes   <input type="checkbox"/> No
All or a portion of the training require personnel to be closer than 2 meters. <input type="checkbox"/> Yes   <input type="checkbox"/> No	Changes in communication can allow for social distancing during training (for example radio communications vs face to face) <input type="checkbox"/> Yes   <input type="checkbox"/> No
Training requires personnel to travel together in an apparatus.	Personnel will be broken into smaller groups to allow for social distancing





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<input type="checkbox"/> Yes   <input type="checkbox"/> No	<input type="checkbox"/> Yes   <input type="checkbox"/> No
Personnel are required to be closer than 2 meters for an extended duration. <input type="checkbox"/> Yes   <input type="checkbox"/> No	Training will be conducted at the station / training ground to eliminate travel in apparatus for personnel <input type="checkbox"/> Yes   <input type="checkbox"/> No
The minimum number of personnel required to conduct the training exceeds what can safely be in a designated training space to maintain social distancing. <input type="checkbox"/> Yes   <input type="checkbox"/> No	Personnel arrive at the station no early than 5 - 10 minutes before the training commences to reduce the chance of congregation <input type="checkbox"/> Yes   <input type="checkbox"/> No
The training being conducted indoors, or in a space with poor ventilation. <input type="checkbox"/> Yes   <input type="checkbox"/> No	Doors and windows remain open during training to allow for good ventilation <input type="checkbox"/> Yes   <input type="checkbox"/> No
The training requires shared use of tools. <input type="checkbox"/> Yes   <input type="checkbox"/> No	Training will not allow for social distancing; Firefighters will wear N95 or surgical or cloth masks and safety glass to mitigate transmission. <input type="checkbox"/> Yes   <input type="checkbox"/> No
The training requires shared use of PPE. <input type="checkbox"/> Yes   <input type="checkbox"/> No	All shared PPE will be sanitized prior to use by other firefighters. <input type="checkbox"/> Yes   <input type="checkbox"/> No
The training requires multiple people to touch the same surface. <input type="checkbox"/> Yes   <input type="checkbox"/> No	Glove use along with sanitizing of areas at the end of the training session. <input type="checkbox"/> Yes   <input type="checkbox"/> No
Food is served as a part of the training, or a meal will be consumed in a group setting. <input type="checkbox"/> Yes   <input type="checkbox"/> No	

**Additional Comments:**



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Name

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Signature