

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>SOG #:</b>	5.104	<b>Effective Date:</b>	6/8/2020
<b>Title:</b>	Station Visitation During Declared Pandemics	<b># of pages:</b>	3
<b>Category:</b>	Administration	<b>Classification:</b>	Yellow

1. **PURPOSE:** To establish policies and procedures to ensure the safety of personnel and the public during declared pandemic situations.
  
2. **POLICY:** It shall be the responsibility of South Portland Fire Department employees to abide by the City of South Portland policies regarding social distancing/infection control during pandemic situations. The South Portland Fire Department will establish guidelines for access to its facilities. These policies will be dependent on the current status of orders as issued by the State and City during declared pandemics.
  
3. **PROCEDURES:**
  - A. **Tour Groups**
    - Tours will only be allowed if approved by City/State guidelines and should be discouraged until the pandemic subsides.
    - Tour groups shall be limited to 10 people at one time.
    - All personnel shall wear an appropriate face covering (personal or department issued) while conducting any tour. Members of the public participating in the tour will also be required to wear an appropriate face covering. Exceptions may be made for medical necessity or if a participant is unable to personally manage the use of a covering (i.e. a young child or persons with developmental challenges).
    - Social distancing recommendations will be followed.
    - Tours shall be limited to the apparatus bay. Weather permitting, and if it can be done safely, apparatus shall be moved outside and the tour should be completed outside of the facility.
    - At no time will any participant be allowed to wander unescorted in any facility.
    - Screening for symptoms of the current declared pandemic will be completed prior to commencing any tour. Arrangements should be made for the group to contact the line officer or OC via telephone upon the group's arrival for screenings to take place outside of the facility. Screenings will be consistent with current CDC and/or Maine EMS guidelines. No persons experiencing symptoms of the current declared pandemic will be allowed in any department facility.
    - The line officer or OC responsible for the tour will ensure that all participants are recorded on a sign-in form.
    - All tour participants will be required to disinfect their hands prior to commencing the tour and then again upon departure.
    - The line officer or OC responsible for the tour will ensure that all participants are adequately briefed on these procedures. Groups unable to comply with these procedures will not be allowed to participate in a tour.

- All apparatus and facilities used during the tour will be decontaminated per SPFD procedures after the tour has been completed.

B. Vendors & Contractors

- Vendors and contractors will be provided access to facilities on an as needed basis.
- Vendors and contractors will be required to wear an appropriate face covering when social distancing is not possible.
- Vendors and contractors will be screened for symptoms of the current declared pandemic prior to entering any facility. Vendors and contractors will be required to contact the facility via telephone upon their arrival to be screened outside of the facility. Screenings will be consistent with current CDC and/or Maine EMS guidelines. No persons experiencing symptoms of the current declared pandemic will be allowed in any department facility.
- The line officer or OC responsible for the tour will ensure that all vendors and contractors are recorded on a sign-in form and complete and required documentation prior to starting work.
- All vendors and contractors will be required to disinfect their hands upon entering the and then again upon departure.
- The line officer or OC will ensure that all vendors and contractors are adequately briefed on these procedures.

4. REFERENCES:

- State/Federal CDC guidelines
- MEMS guidelines

5. ATTACHMENTS:

- Station Visitation Log

By Order Of:



James P. Wilson  
Fire Chief

