



## **Carbondale & Rural Fire Protection District COVID-19 Building Access Guidelines**

### **Purpose & General Information**

The purpose of this document is to provide guidelines for access to all fire stations and administrative buildings. It is important to make sure we are always available for the public and should not appear as though Carbondale Fire Department is non-operational. This guideline is intended to ensure the health and response readiness of CRFPD personnel.

### **Access to Carbondale Fire Facilities**

- All buildings shall be closed to every person except on-duty paid staff and volunteers working a scheduled shift.
- All buildings shall be posted with a sign describing our limited access and provide our main phone number and the phone number of the captain's phone.
- No visitation by family, friends, law enforcement officers or the public.
- All public meetings are suspended until further notice.
- All trainings and classes are suspended until further notice except for on-duty shift trainings.
- No delivery services shall enter the building. There shall be a sign that directs delivery services to call our main number first and if no answer to call the captains phone.
- Administrative personnel and operational personnel should limit contact as much as possible. Administrative personnel should not enter operations and operations personnel should not enter the administrative building. For personnel meeting in person practice social distancing and remain at least six feet apart.
- When possible, all administrative personnel shall work from a remote location.