



**DEPARTMENT OF THE AIR FORCE**  
788TH CIVIL ENGINEER SQUADRON (AFMC)  
FIRE & EMERGENCY SERVICES DEPARTMENT  
WRIGHT-PATTERSON AIR FORCE BASE OHIO

**POLICY FOR LIFE SAFETY AND PROTECTION OF NATIONAL SECURITY**

FROM: FIRE CHIEF, JACOB KING  
TO: ALL MEMBERS AND SECTIONS  
REF: COVID-19 POLICY

16 March 2020

**COVID-19 POLICY 4**

**RESPONSIBILITIES:** All members are required to adhere with policy guidance fully and all supervisors are required to enforce this policy. Failure to adhere with policy will result in disciplinary action up to and including dismissal, IAW Law, Rule and Regulations.

**NOTE:** This is dramatic changes to our operations but I believe they are imperative to maintain the health and safety of our personnel. It is noted that increased hygiene is required and hand washing or use of alcohol based cleaners after use of all PPE.

**STATION ENTRY PROCEDURES**

All Fire Stations will secure all entry doors or bay doors at all times. If bay doors are up or during vehicle checkout or training the area must be monitored for visitors. If approached by a visitor please enforce social distancing and follow screening procedures.

**SCREENING PROCEDURES**

**STATION 1**

Dispatchers will ask the following questions to all visitors prior to allowing entry to the station:

1. The purpose for their visit.
2. Have you been around anyone that has Covid-19 or under suspicion of having Covid-19?
3. Do you have a fever or any flu like symptoms?

Dispatchers will then contact the employee the visitor is meeting or the OPS officer, who will take the persons temperature prior to entry.

**STATION 2 and 3**

Ops officer/ designee will ask the following questions to all visitors prior to allowing entry to the station:

1. The purpose for their visit.
2. Have you been around anyone that has Covid-19 or under suspicion of having Covid-19?
3. Do you have a fever or any flu like symptoms?

The OPS officer/Designee will then take the persons temperature prior to entry

This Policy is effective 18 March 2020

*Jacob D. King*