



Mike Mackey, Fire Chief

**CITY OF LANSING | FIRE DEPARTMENT
ADMINISTRATION**

120 E. SHIAWASSEE ST. | LANSING MI 48933
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Andy Schor, Mayor

MEMORANDUM

DATE: MARCH 12, 2020
TO: MAYOR SCHOR
FROM: FIRE CHIEF, MIKE MACKEY
SUBJECT: COVID-19 EXPOSURE MITIGATION - EFFECTIVE IMMEDIATELY

Mission

Keep LFD employees healthy amidst concerns of Coronavirus (Covid-19). The intent of the following is to maintain continuity of fire rescue operations while mitigating LFD employee contact with Coronavirus (COVID-19).

LFD Guidelines

- Cleaning and disinfecting of work stations, vehicles, doorknobs, cell phones, light switches and other touched surfaces regularly
- Offer members of the public exhibiting sneezing and coughing a mask (if available) and/or maintain a social distance of six feet away
- Utilize personal protective equipment (PPE) as outlined in the Exposure Control Plan
- Reinforce vigilant hand hygiene and avoid touching your eyes, nose or mouth
- Direct employees to stay home when sick

Customer Interactions, Community Meetings and Training

- Personnel will attend community meetings and training on a case-by-case basis as determined by Command Officers and Fire Administration.
- Please limit civilians to public areas. At service windows, please keep pens segregated to citizen and employee use and make sure to disinfect all surface areas and pens after each use.
- Need to postpone, delay or cancel inspections will be the responsibility of the Fire Marshal.

Alternative Call Response

Fire Administration is actively working with the 9-1-1 Center, Tri-County Medical Control Authority, District 1 Regional Medical Control and our local Hospitals to review current call response and develop alternate call response in an effort to reduce personnel exposure and reduce patient volume in Emergency Rooms. These will be rolled out as they are finalized.

Emergency Staffing

- The administration reserves to the right to change work schedules and temporarily re-assign personnel, per collective bargaining agreements.