**Sample SOP/SOG#4**

**TITLE**: **Physical Distancing and Disinfection in the Workplace**

**PURPOSE**

EMS and fire personnel are at risk of transmission of COVID-19 from individuals confirmed or suspected to have COVID-19, especially in close proximity (<6 feet), or less commonly through touching contaminated surfaces. Performance of medical procedures and other close interactions in healthcare and congregate settings put individuals at additional risk of virus transmission. Workplace exposures to COVID-19 represent an important risk to personnel safety and the maintenance of a healthy and active workforce making mitigation practices important to the continued operations of the agency. This SOP/SOG summarizes key actions to mitigate risk of virus transmission outside healthcare and congregate settings, such as in the station, apparatus, and vehicles.

**CONTENT**

1. All personnel should maintain >6 feet of distance from each other when in any work location where this distance can be maintained. Distance should be maintained even if vaccinated and when using face coverings to further prevent the transmission of respiratory droplets.
2. When eating or sleeping at the following locations, ensure appropriate physical distance is maintained. Preferably, individuals should be alone in the room at any of these locations (such as eating in shifts) or at a minimum should be at least 6 feet apart while maximizing air circulation that minimizes the potential of viral spread to other individuals.
   1. [LOCATION]
   2. [LOCATION]
3. All commonly touched surfaces and shared equipment at the station, apparatus, vehicle, or other work locations must be cleaned at least daily and more often based on frequency of contact.
4. Surfaces should be routinely cleaned and disinfected through standard cleaning and disinfection procedures (e.g., using cleaners and water to pre-clean surfaces) then application of an EPA-registered, hospital-grade disinfectant. Particular attention for disinfection should be paid to commonly touched surfaces including desks, computers, chairs, tables, stair rails, doorknobs, and other work surfaces.
5. In addition to disinfection after use, routine surface and equipment decontamination is the responsibility of [\_\_\_\_\_\_\_\_\_\_\_\_].

**APPROVAL**

This SOP/SOG is authorized by:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_