



COVID-19: Control room advice

7th April 2020

Introduction

In order to reduce the likely spread of Covid-19 the Government has recommended that only essential work activities be undertaken by the Service, these include Emergency fire control rooms, ensuring an effective response to incidents.

Fire control teams are required to deliver this function from a single building.

Fire control rooms have collaborated with Police and ambulance to deliver joint facilities.

General hygiene advice

Government health agencies have identified that there are two main routes by which COVID-19 may be transmitted:

- Infection can be spread to people through close contact (within 2 metres) with infected individuals and respiratory droplets generated during coughing and sneezing
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching a contaminated door knob or shaking hands then touching own face)

The symptoms to be aware of are:

- A new persistent cough
- A high temperature or fever
- An early sign reported by some sufferers is a loss of taste and smell

The infection risk from environmental contamination will decrease over time, but it is still unclear at what point there is no risk of transmission from contaminated materials and equipment; however, current advice, suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

The main control measures being urged by the Government are increased cleaning, including washing your hands thoroughly with soap and water more often than usual,

use of alcohol-based hand gels and where possible, introducing Social Distancing by ensuring there is a separation distance of 2 metres between people.

Working within the control room

When working within the control room, it is necessary for employees to carry out their tasks from the same room and/ or building. During the COVID-19 outbreak, personnel will take account of the following to maintain the social distancing guidelines of 2m separation.

- Individuals must take responsibility for the health of their colleagues and the public and not attend work if suffering the symptoms of the infection. Each Service has issued advice on attendance for staff who live with someone in a high-risk group and those who have contracted or are suspected of having
- If a member of staff becomes unwell whilst at work, they must immediately report the issue and self-isolate from colleagues
- Any individual suffering from, or suspected to be suffering from Covid-19, must self-isolate and not enter the building.
- Any individual who has a member of the same household, suffering from, or suspected to be suffering from Covid-19, must self-isolate and not enter the building
- If during the shift, the operator or manager considers that they have, or are about to become unwell they must report this to their line manager
- The number of personnel within a single room must be kept to a minimum.
- Current Government Guidance regarding social distancing and general advice regarding Covid-19 must, where possible be followed.
- The general advice contained with Covid-19 Cleaning Procedure, reducing the spread, must be followed.
- All equipment, including IT equipment, books, etc must be wiped down with a disposable alcohol wipe before and after use.

Cleaning your laptop, mouse and keyboard

No harsh alcohol or cleaning agents should be used and should not be sprayed directly onto any tech equipment. All equipment should be powered down and

Use a disinfectant wipe over the top of the mouse and the keys on the keyboard, ensuring no droplets leak into any buttons. Everywhere else, just use a microfibre cloth, only slightly dampened with a soap and water solution, to wipe everywhere else, with light pressure, ensuring no moisture gets in any openings or ports.

Cleaning your screen

Turn off and unplug your screen before cleaning. Use very limited pressure when it comes to wiping your screen. Do not spray directly onto the screen. Spray onto your cloth and wipe only in one direction, never around and around in circles.

Cleaning your desk

Once you have moved all your papers, tech and any other objects from the surface of your desk, you can clean your desk. Use disinfectant wipes and alcohol-based cleaners to wipe down the surface.

- Where there is hand contact with surfaces, these must be wiped with a disposable alcohol wipe at the start and end of the shift.
- Before moving away from the workstation, the area must be wiped with a disposable alcohol wipe
- Personnel entering and leaving the room must utilise the disinfectant hand gels at the entry and exit points.
- Regular breaks should be undertaken in fresh air where social distancing rules will be observed
- Hands must be washed, and alcohol gel applied before starting work, before eating or drinking, after using the toilet, after carrying out cleaning operations and at regular intervals throughout the working day.
- All used alcohol wipes and disposable nitrile gloves must be disposed of by double bagging them and then placing them into the waste bin outside the offices for collection as clinical waste.
- All cleaning materials within the workplace must be accompanied by the relevant COSHH data sheets.

Consider what work can be carried out from Home. Only those in essential roles should travel to and work from a central hub.

Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings
- Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

Or:

- A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses
- Avoid creating splashes and spray when cleaning.
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.
- You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor.