



## Contactless Changeovers

As COVID-19 restrictions continue to change, FRNSW and the FBEU has continually updated advice to personnel regarding management of the pandemic.

It's important we all do our part in decreasing the likelihood of exposure to you, your loved ones, your crew, and other platoons. When ending and starting your shift, ensure you and your crew follow the contactless shift changeover checklist.

### **Purpose:**

- To avoid face to face contact and maintain social distancing during change of shift to minimise risks associated with COVID 19
- It is realised that all stations are configured differently and that arrangements will need to be developed locally to suit the environment

### **Permanent Off-Going Crew – Wipe up and Walk Away**

- **Disinfect:** Ensure station, appliance and equipment are disinfected prior to crew change over- (Use 70% Alcohol wipes or BA disinfectant on surfaces and high touch areas)
- **Ventilate:** naturally ventilate the Station id possible for 30 mins
- **Assemble:** in a separate area to on-coming crew, ensuring facemasks donned.
- **Impart:** all handover information and answer any queries by SPS, phone call, text or other means
- **Depart:** Once relieved complete QR check, disinfect assembly area as required, depart maintaining social distancing

### **Incoming Crew – Confirmation Clean**

- Wear face mask
- Crew assemble in pre-arranged separate area, complete QR check in
- Conduct handover with counterpart
- When changeover is complete, disinfect assembly areas as a priority as well as daily COVID cleansing activities. You can view these via: [Home - Toolkits - Organisation Wide - COVID-19 - Infection Prevention and Control](#)

### **On- Duty Personnel**

- Confirm local restrictions
- Only leave station for **essential food, goods or services**
- Only one person may enter shops, food establishment (ensure masks are always worn)
- Conform with QR Check-In Requirements at all venues.
- Meals and drinks are to be consumed at station

### **Required Personnel Stay backs**

- Remain in a separate area from on-coming crew unless there is an incident call
- If there is a response call wear facemask and respond ensuring to maintain social distancing
- On return disinfect appliance as required
- Return to separate area, when relieved complete QR check out, disinfect area & depart maintaining social distancing



### **Relieving**

- The one movement rule is rescinded, and Relievers and Out duties are to only enter one station per shift.
- Relievers and Out duties are to remain in their car at their base station if they are not previously tasked and to remain in their car until they are tasked or if spare to return home and be available until needed.

Members who travel longer distances should not, where possible, exit their car during the trip to the station.

### **Overtime Personnel**

- Wear facemask
- Liaise with station regarding clean area to report to, do not enter station until contact with crew is made
- Complete QR check in on entry to station

### **Retained**

#### **Disinfect**

- Disinfect kitchen, bathrooms, door handles and offices with 70% Alcohol wipes or BA disinfectant, with attention to high touch surfaces in the station and appliance/s.

#### **Handover**

- Handover notes to be done in SPS

#### **Depart**

- Ensure you sign-off the Services NSW QR Code.

### **PPE and PPC – all personnel**

- Always wear your mask whilst at work
- Mask, face shield and plastic gowns are to be worn at all Assist Ambulance calls
- Station Commanders should limit the amount of crew used at these incidents.
- The crew should wait in the appliance until the Station Commander has liaised with Ambulance or Police and developed a risk management plan at Ambulance assist calls
- Mask, face shield and plastic gowns are to be worn, where appropriate, at rescue calls (i.e. ring removals).
- Masks (except FRNSW community mask), face shields and plastic gowns are single use only and are to be “bagged” after incidents prior to entering the appliance and disposed of.