



Lookingglass Rural Fire District

7173 Lookingglass Rd.
Roseburg, OR. 97471
541 679-5555

March 25, 2020

TO: WHOM IT MAY CONCERN

FROM: STEVE RHODES, VOLUNTEER FIRE CHIEF

**SUBJECT: Covid 19 and Oregon State Executive Order No. 20-12
Lookingglass Rural Fire District Written Plan**

Pursuant to the Executive Order issued March 23, 2020 by Oregon Governor Kate Brown, the Lookingglass Rural Fire District (LRFD) is taking the following steps to adhere to the directives contained within the document.

FOR EMERGENCY INCIDENTS, CALL 911 The LRFD will continue to respond to all requests for assistance.

The Lookingglass Rural Fire District will continue to provide public services by phone and email (contacts listed below). To the maximum extent possible, our facility and office will be closed to public access to protect public health. In-person interactions between staff and the public should be by appointment only. When public services require in-person interactions, social distancing measures must be established, implemented, and enforced to the maximum extent possible.

Meetings and access essential to the operation of the Lookingglass Rural Fire District may need to take place. To satisfy the needs of the community and the Fire Department, while meeting the requirements of Executive Order 20-12, the Lookingglass Rural Fire District is instituting the following directives **for the next 14 days**:

For any approved meeting or facility use, the LRFD will designate an officer of the Department to institute, implement, and enforce social distancing policies consistent with Oregon Health Authority guidelines when teleconferencing, online, or meet-from-home options are not available.

When public service requires in-person interactions, social distancing measures must be established, implemented, and enforced to the maximum extent possible.

Shared surface contact areas (i.e. doorknobs, faucet handles, chairs, tables, phones, keyboards, etc.) will be sanitized with CDC compliant sanitizer or equivalent prior to and after any meeting or use.

A seating plan that maintains a minimum distance of six feet between individuals will be enforced.

There shall be no sharing of office supplies, cups, utensils, or other small items between individuals. Each person will be provided with a personal copy of any related documents prior to any meeting.

Windows shall be opened and ventilation/heating will be operated during any meeting if possible.

If you are sick, stay home. Wash hands as recommended by OHA and CDC guidelines.

To contact the Lookingglass Rural Fire District for any further information, please use (541) 679-5555 (phone), chief@lookingglassfire.org (email), or direct contact with the Fire Chief at (541) 580-9287 (cell).