



Hello,

04/24/2020

The Carmel Fire Department and the City of Carmel are working diligently to lower the curve and slow the spread of the coronavirus. This virus is hitting our country very hard and many people have lost their lives.

We are asking you to do your part to slow the spread and keep your employees and customers safe and healthy.

Listed below are some **best practices** you can do to keep our community healthy and safe:

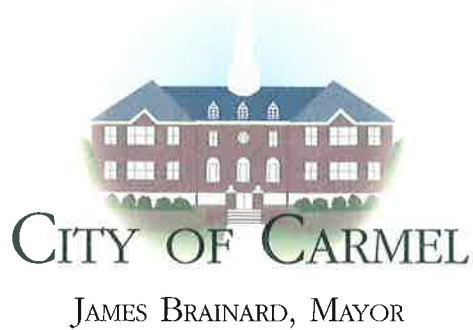
**Temperature Checks:** Our firefighters participate in temperature checks twice each day at 7:00 a.m. and 7:00 p.m. Creating a workflow to ensure your employee's health is stable is essential to help slow the spread. We have links to examples of our internal process for ensuring healthy employees are here to help you.

**Physical Distance:** Continue to physical distance your customers and employees 6 feet apart.

**Hand cleaning / hand sanitizing:** provide multiple opportunities within your building for your occupants to wash / use.

**Wearing masks:** The City of Carmel has asked for all members of the community to wear masks while in public, especially when interacting with others. The mask does NOT need to be an N95 mask or medical grade mask. A simple mask can help prevent the spread of the coronavirus. Wearing a mask also sends a visual signal to others to physically distance and prevents the wearer from touching their own face. See links for directions to create a DIY mask.

**COVID-19 Testing of employees:** The City of Carmel highly encourages the testing of workers for Covid-19 to help slow the spread of this virus. The testing will help your employees know if they are a carrier of the virus. Many carriers of this virus are asymptomatic or are pre-symptomatic for the coronavirus, which means, they do not feel sick but are still carrying the virus. The City of Carmel has invested in their employees as well as first responders and are testing for Covid-19 on a weekly basis. Of all the testing completed of Carmel's Firefighters and Police Officers, 50 percent of those who tested positive, were asymptomatic or are pre-symptomatic. They were carriers of the virus and did not know they had it. By identifying carriers early, we all can help slow the spread as well as protect our loved ones at home.



We have included a list of facilities available to assist with testing.

**Cleaning and disinfecting your spaces:** Workplaces should be cleaned and disinfected whether occupied or unoccupied. Please make certain your employees are cleaning their work areas. We are doing the same. In order to keep our members safe, the Carmel Fire Department has contracted with a cleaning company that is able to disinfect our fire stations on a regular basis through a fogging technique. We have included information of those who have reached out to offer their services.

Thank you for taking the time to review this material and consider implementing all or some of these best practices within your building and our community,

Sincerely,

A handwritten signature in black ink that reads "David G. Haboush". The signature is written in a cursive, flowing style.

David G. Haboush

Fire Chief

Carmel Fire Department

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