



Memorandum

Corporate Head Office

Locked Mail Bag 12, Greenacre NSW 2190

To: All Staff
From: COVID-19 Incident Management Team (IMT)
CC:
Subject: FRNSW - Transition from Lockdown
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This plan has been developed by FRNSW's COVID-19 IMT as the organisation transitions from service provision and operational response under the current NSW Health Orders, to a return to more regular activity.

The primary purpose of the plan is to ensure the safety and wellbeing of Firefighters, Trades and Administrative staff and the community as NSW moves from restricted movement to greater flexibility and autonomy. This increase in movement has been recognised as a risk factor for those who have not had two doses of COVID-19 vaccinations, while vaccination rates have not reached optimal levels. We will continue to offer access to testing facilities for your safety.

The plan will reflect NSW Government Health Orders and related policies that will require those working in or accessing FRNSW facilities to be fully vaccinated. The plan represents an additional risk mitigation strategy in a suite of initiatives provided to keep our staff and the community safe.

FRNSW's primary concern is the health and safety of our workforce. The extensive range of measures and procedures FRNSW has put in place in response to COVID-19 pandemic reflects this commitment.

The COVID-19 IMT liaises with NSW Health, the State Emergency Operations Centre and other subject matter experts to ensure FRNSW takes all reasonable steps to protect the health and safety of our people and the community. With the welfare of our staff at the forefront, and with high COVID-19 vaccination rates being achieved across the broader community, the following outlines our plan for transitioning safely back to normal and to work with our communities again.

FRNSW is continually monitoring the risks to our staff associated with COVID-19 and will ensure measures put in place are appropriate and proportionate to the risk levels. This will enable us to best protect our staff and the community while meeting our operational and community responsibilities.

All areas of FRNSW are now upgraded to the following conditions:

1. All FRNSW fire stations and other work locations should limit visitors to authorised personnel, as per the COVID-19 Portal. Visitors must have had two doses of COVID-19 vaccinations validated through the Service NSW COVID Safe Check-in.
2. Individuals must register their details with Service NSW using the COVID Safe Check-in **every** single time anyone visits the station/work location, even if it is for an incident call.
3. All non-emergency related, face to face external community engagements can recommence on the 1st of December 2021. Essential and critical Pre-Incident Plans (PIPs) and exercises can continue to be undertaken ensuring compliance with physical distancing and regulations.
4. Duty Commanders and Zone Commanders can attend Stations to meet operational needs, safety, or organisational priorities.
5. If an urgent issue (such as provision of first aid) requires a visitor (non FRNSW staff) to enter the stations/work locations, wear a mask, practice physical distancing wherever possible and as a precaution, disinfect the area and any utilised equipment afterwards.
6. Renovations and station maintenance programs can recommence. All contractors must comply with entry procedures, be fully vaccinated and comply with COVID-19 policies and procedures for contractors
7. Masks are still required in all indoor settings except office buildings, however FRNSW still strongly encourages wearing of masks in office buildings including Greenacre HQ, ESA office area, Zone/Area Command offices, fire stations, Greenacre workshop, ESA training areas, regional training centres and communication centres. (FRNSW community masks are not to be worn at incidents or when a higher level of respiratory protection is required).
8. Training, including face to face training, can recommence within COVID-19 safety guidelines.
9. All staff who can work remotely are to work from home and only visit FRNSW workplaces with approval from their manager. Managers are responsible for staff wellbeing and allowing flexible work practices.
10. For on-shift operational staff relieving firefighters and out duties there is no movement restrictions (as per normal guidelines and current Health Orders).
11. All firefighters who are currently working alternative staffing arrangements not at their base station are to return back to their base station or allocated a relieving location for their next relieving period by the 1st of November 2021. Those currently undertaking Country Relief positions for allocated periods of identified leave or relief are to remain in position.
12. Secondary employment to be reviewed and risk assessed on a case-by-case basis. Secondary employment that causes potential high risk to FRNSW operations may need to cease. For staff who have secondary or other employment that is high-risk (e.g., working at a quarantine hotel, COVID-19 PCR testing nurse) you **must** inform your Duty Commander who will assess the risk to your crew and determine suitability to continue normal response. Any issues or concerns should be discussed and clarified with the COVID-19 IMT.
13. Recruitment Physical Aptitude Tests (PATs) and medical assessments for permanent and retained on-call firefighter recruitment can be conducted after the 26th of October using the [attached risk assessment](#).

14. Gym facilities within stations and other FRNSW facilities can reopen ensuring compliance with current health restrictions - [Public Health \(COVID-19 General\) Orders 2021](#)
15. CFU initial and skills maintenance training can recommence. Initial and skills maintenance training group sizes to be one member of the CFU Management Team per 10 trainees, with a maximum of 20 trainees in line with current [Public Health \(COVID-19 General\) Orders 2021](#).
16. All recruitment information to advise candidates FRNSW has a mandatory requirement for all staff to have had two doses of COVID-19 vaccinations as of 17 December 2021.

Thank you for understanding this will continue to be a rapidly evolving situation. We will continue to provide you with any updates as they arise.

If you have any questions about the re-opening plan, please email COVID-19 IMT at COVID19IMT@fire.nsw.gov.au .