

**CCEMS  
OPERATIONS POLICY 100-20  
DAILY STATION TASKS**

**I. PURPOSE**

- 1.1 To ensure all CCEMS stations will be maintained in a clean and sanitary condition.
- 1.2 To provide direction on the minimum daily tasks that employees will be expected to accomplish during their shifts.
- 1.3 To improve Department communication, personal knowledge and skills, and operational efficiency
- 1.4 To assure visitors to CCEMS stations will be clean and comfortable during their visit.
- 1.5 To promote pride in our stations and our organization

**II. POLICY**

- 2.1 All personnel are expected to clean up after themselves. If you make a mess, clean it.
- 2.2 All employees are expected to assist with completing the daily chore list.
  - 2.2.1 Shift Captains or CCEMS Administration can add or modify tasks as needed, but at a minimum, the following cleaning tasks will be done every day.
    - 2.2.1.1 All dishes and kitchen items used during the shift will be washed, dried and put away
    - 2.2.1.2 All kitchen appliances and surface areas will be kept clean.
    - 2.2.1.3 All hard surface floors will be swept and mopped.
    - 2.2.1.4 All carpeted floors will be vacuumed.
    - 2.2.1.5 All trash cans will be emptied when full, and at least once per day.
    - 2.2.1.6 All toilets and restroom sinks will be cleaned.
    - 2.2.1.7 Bed linens will be changed as needed and dirty linens placed in laundry area.
    - 2.2.1.8 Dirty CCEMS laundry will be washed as needed.
    - 2.2.1.9 Dirty Hospital linens will be returned to the hospital daily.
    - 2.2.1.10 All vehicles used during the shift will be cleaned inside and outside.
- 2.3 Everyone is encouraged to help make our work area a nicer place to live.
  - 2.3.1 Living areas, Garage areas, and storage areas need to be kept clean.
    - 2.3.1.1 The refrigerator needs cleaned weekly, employees should have their name and date they brought an item clearly written on the item if they leave the item in the refrigerator after their shift.
    - 2.3.1.2 Shower facilities need cleaned and sanitized weekly at a minimum.
    - 2.3.1.3 Walls and ceilings washed as needed.
    - 2.3.1.4 Dust and clean furniture as needed.
    - 2.3.1.5 Floor drains cleaned-out as needed.

- 2.3.2 The areas around the outside of our stations need maintained.
  - 2.3.2.1 Sidewalks and parking lots swept or hosed-off.
  - 2.3.2.2 Cigarette butts, IV caps, and other trash picked-up and placed in the trash cans.
  - 2.3.2.3 Wash windows as needed.
  - 2.3.2.4 Monitor the condition of our flags and replace as needed.
  - 2.3.2.5 Work to maintain and improve the exterior appearance of our stations.
- 2.3.3 Stations will be provided with any supplies that are needed to maintain a clean and sanitary work environment. CCEMS will also attempt to provide any reasonable items employees would like to have that would make our stations a better place to work and promote pride in our organization.
- 2.4 Everyone is encouraged to take pride in where you work and make it the kind of place where you want to spend a third of your life.
- 2.5 Employees are required to open their County email account and read their email during every shift they work. CCEMS Administration acknowledges that email is not the most effective form of communication. However, with our schedule, multiple work locations, and combination of full-time and part-time personnel, email is the most efficient form of communication for our organization.
  - 2.5.1 Employees will respond to emails received during their shift as needed.
  - 2.5.2 If the email advises of an error, omission, or question regarding a patient care report, the employee will resolve the issue during their shift by amending their patient care report, correcting their patient care report, or providing further explanation of the question regarding their patient care report.
  - 2.5.3 Failure to read County email during your shift will not be a defense for not knowing information contained in the email.
- 2.6 Employees are expected to log-in to EMS Manager and check their schedule during each shift.
  - 2.6.1 This will make it easier to remember the upcoming month's availability, will make it easier to remember to accept a trade offer, and will help employees to be more aware of open shifts that may need filled.
  - 2.6.2 While it remains the responsibility of CCEMS Administration to notify an employee if their schedule is changed, checking your schedule each shift can prevent last-minute surprises if the Captain forgets.
- 2.7 Employees are expected to open their Centre Learn account during each shift and complete assigned topics as needed.
- 2.8 Because all employees are required to check email, EMS Manager, and Centre Learn, in addition to completing patient care reports; personal use of CCEMS computers will be prohibited until all personnel have had the opportunity to complete their required tasks.
- 2.9 Crews are encouraged to review the protocol, practice with a piece of equipment, discuss a topic from an EMS publication, or engage in other learning experiences while on shift. Training and learning together helps everyone to become a better EMS provider and provide the best care to our patients.
- 2.10 Sleeping is prohibited for all CCEMS employees between the hours of 7:00 and 16:00 unless a member of CCEMS Administration specifically advises an employee that they can sleep.

Director: Todd A. Shroyer

Effective: 6-06-17

Revised: \_\_\_\_\_