



# HOUSTON FIRE DEPARTMENT

## MEMORANDUM REVISED

**To:** All Officers and Members  
**From:** Herbert Griffin, Assistant Chief *HG*  
**Through:** Robert I. Garcia, Assistant Fire Chief  
**Subject:** COVID-19 Disinfecting the Fire Station and Apparatus  
**Date:** March 27, 2020

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Sylvester Turner

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The health and safety of each employee is of primary importance to the Houston Fire Department (HFD). The Center for Disease Control and Prevention (CDC) has recommendations on disinfecting facilities and homes if someone is sick with COVID-19. Therefore, the same CDC recommendations will apply to HFD facilities, apparatus and non-disposable equipment. **As part of your everyday preventative actions, it is Mandatory that all stations, apparatus, and equipment be thoroughly cleaned and disinfected at the beginning of each shift and periodically throughout the day to ensure safe and healthy living environment.** Members should clean and disinfect frequently touched surfaces and objects such as tables, countertops, light switches, doorknobs, remote controls, steering wheels, and keyboards. When cleaning:

- Wear disposable gloves to clean and disinfect
- **First** clean all hard-nonporous surfaces with soap and water, **then** use a disinfectant per manufacture recommendations.
- Electronic devices may be disinfected by wiping them down with over-the-counter isopropyl alcohol (rubbing alcohol) with at least 70% alcohol concentration
  - Same as disinfecting your radios, apply alcohol to the wipe. Never apply alcohol straight to the electronic device
- Soft-porous surfaces such as carpet and mattresses can be sanitized with spray per manufacture and allowed to dry
- Wash your hands often and immediately afterwards

The following are disinfectants available at every fire station that are EPA registered with a brief description of how it is delivered and how long they must remain wet to kill the virus:

- Hard, nonporous surfaces- Disinfectants
  - **Opti-Cide<sup>3</sup> (Wipes & Premixed Spray Bottle)**
    - Delivered by EMS Supply
    - Allow 2-minute contact time
  - **Buckeye eco Neutral Disinfectant E-23 (Concentrate)**
    - Ordered from and delivered by Supply Warehouse
    - Buckeye Proportioner System delivers a determined mixture
    - If you need to prepare by hand, mix ½-2 oz of product to a gallon or quart bottle of water per product information sheet
    - Ideal for mopping

20-105

**Samuel Peña, Fire Chief**

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- Allow 10-minute contact time
  - Must thoroughly rinse food surfaces and not to be used on food utensils/plates
  - Prepare fresh solution daily
- Soft Surface sanitizer- Disinfectant
  - **Opti-Cide<sup>3</sup> (Premixed Spray Solution)**
    - Allow 10 secs contact time, then wiped with clean rag or mop and allowed to dry
    - Read the insert on every spray bottle for further directions

Employees also can reference *III-03 Infectious Disease & Control* for additional information on disinfecting equipment, clothing, apparatus, and hand washing techniques.

If your Buckeye proportioning system is broken or damaged contact Supply Depot at 832-395-8505 or email [hfdsupdepot@houstontx.gov](mailto:hfdsupdepot@houstontx.gov) for repairs.

Attached below are the links to CDC recommendations, product SDS, and product informational sheets for more information on mixing and directions for use.

**CDC Disinfecting a Facility--** <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

**CDC Disinfecting Your Home-**<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-your-home.html>

**Buckeye SDS-** <https://www.buckeyeinternational.com/sds>

**Buckeye Product Info-** <https://www.buckeyeinternational.com/media/2465-e23-lit.pdf>

**Opti-Cide<sup>3</sup> SDS-**<https://micro-scientific.com/opti-cide3/>

**Opti-Cide<sup>3</sup> Product Info-** <https://micro-scientific.com/wp-content/uploads/2019/02/OC3-1117.pdf>



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