



MEMO #: 20-04

DATE: December 8, 2020
TO: All Employees
FROM: Management
SUBJECT: Linen / Bedding at the Stations
EFFECTIVE: Immediately

EFFECTIVE IMMEDIATELY:

For the purpose of this policy, "linens or bedding material" constitutes the following items:

- Blankets
- Sheets
- Pillows
- Mattress top pads/cushions
- Sleeping bags

All linens or bedding material used by employees at the station is required to be brought home and laundered at the end of each shift.

Linens or bedding material are not permitted to be stored in common areas inside of any station unless the following criteria is met:

- The linens and bedding material belongs to an employee that is on-duty from that specific station.
- The linens and bedding material is sealed within a plastic bag or plastic container with a lid.
- It is acceptable for employees to lay out or setup their linens or bedding materials during their shift on the bed that they will be utilizing for their overnight shift.

Linens or bedding materials are to be placed into large plastic bags or large plastic containers with lids when moving them in or out of the station.

FROM 12/08/2020 to 12/19/2020:

Any lines or bedding materials not in compliance with the policy will be bagged and left at the station.

FROM 12/20/2020 ONWARD:

Any linens or bedding materials that are found to be in a common area and not sealed within a plastic bag or plastic container with a lid, will be removed from the premises and stored at the divisional Field Supervisor station for approximately 14 days. If unclaimed, on the 15th day, the linens or bedding material will be discarded.