



COVID19 Operating Procedures

Emergency Services Training Center Classroom Training

Parking: Adequate parking is available in the main lot. Instructor staff and students will utilize the main entrance for all ESTC classroom and practical training sessions.

Main Entrance / Exit / Check-in Point: Instructor staff and students shall utilize the main entrance for all training. Only identified and pre-approved staff and students will be permitted on site. No visitors will be permitted. **Staff and students shall maintain safe social distancing of at least 6 feet.** At no time should students congregate in common areas or hallways. All other doors will be utilized as exits only.

Screenings: In accordance with Burlington County Policy, an appropriate face covering must be worn when entering the building. A limited supply of facemasks will be available. Staff, and students are encouraged to provide their own face covering, as supplies are limited.

Restrooms: Restrooms are located at either end of the main hallway. Staff and students are required to wash their hands for at least 20 seconds prior to exiting. Every effort should be made to maintain appropriate social distancing while in the restrooms.

Administration Area: The lobby area is open; there is a small bell labeled ring for service. Only authorized staff are allowed into the office area.

Resource Room: Will only be utilized at the direction of ESTC staff. It will remain locked when not in use. Occupancy will be limited to ensure social distancing.

Instructor Prep Room: Will only be utilized at the direction of ESTC staff. It will remain locked when not in use. Occupancy will be limited to ensure social distancing.

Auditorium / Classrooms: Considering proper social distancing, the maximum number of Instructors and students per area is as follows (subject to change, based on Executive Order):

Auditorium:	34
Classrooms 1 – 5:	24

Only one person shall be assigned to a table with one chair to be used only by them for their session.

Facemasks shall be worn at all times in common areas.

Breaks: Break periods will be staggered; the cafeteria may be utilized provided that proper social distancing is maintained. Faculty, staff, and students will be required to wash their hands prior to re-entry into class. Smoking in accordance with County policy is only permitted in designated areas. There is to be NO SMOKING in the front of the building, or on the FTG.

Other locations: Areas that are Out of Service will be locked and signed accordingly.

Throughout each training session, Instructors must closely monitor their students, frequently communicating and reinforcing safety measures to ensure that the safety protocols are being practiced, and most importantly, to lead by example.

All staff and students must adhere to the routine of self-monitoring. It is essential to recognize the signs and symptoms of COVID-19 as soon as possible and to respond appropriately. Staff and students shall monitor and regularly check for:

- Fever – Cough - Shortness of Breath - Sore Throat – Malaise - Diarrhea - Fatigue- Headache
- Chills – Shivering - Muscle Pain - Loss of Taste - Loss of Smell
- Congestion – Runny Nose - Vomiting

Any staff or student who is symptomatic, and/or has tested positive for COVID-19 or has had close contact (defined as close contact, closer than 6 ft., for longer than 10 min.) shall isolate or quarantine as directed by the Burlington County Health Department.