



## COVID19 Operating Directive

### Emergency Services Training Center Classroom and Practical Training

*This document shall serve as the operating directive for training operations at the Emergency Services Training Center (ESTC) during the COVID-19 pandemic. This directive covers the administrative and operational protocols for all training both in the classroom, and utilizing the fire training grounds (FTG) during this pandemic. This document should be viewed as a “living” document, as better tactics, techniques and procedures are discovered or become available the procedures can change. A change in recommendations and expert opinion will facilitate further adaptation. This Directive has been reviewed and approved by the Burlington County Health Dept.*

*Any student or staff member who is not comfortable with proximity to others should reconsider their participation in any future firefighting training. Similarly, any staff member or student that believes these policies and procedures are not being adhered to shall report this immediately to academy personnel. Any staff or student exposed, or who believes that they have been exposed to COVID-19, is to report this as soon as possible to the Senior Instructor(s), and, in the interim, all contact with students and staff shall be minimized.*

**Pre/POST cleaning:** Burlington County Administration has detailed mitigation protocols to be conducted for deep cleaning County buildings and facilities, which include “high touch” locations, such as bathrooms, doorways, and vending machines. Administration will be provided usage schedules to ensure appropriate cleaning measures. Specific training equipment will be cleaned by the ESTC Instructor staff after each use.

**Report Time:** Instructor staff and students will be provided staggered report times. Only identified and pre-approved staff and students will be permitted on site. No visitors will be permitted. Accrediting bodies and their representatives who wish to observe class or monitor program instruction can do so, but only with notification to ESTC Senior Staff, and approval of the ESTC Training Director. These individuals will be subject to the same screening protocols approved for students.

**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. A medical screening location will be located to the right of the main entrance, near the entrance to the auditorium. **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:** Screenings following BCHD / CDC protocols, will be conducted in the designated area prior to access to the training areas. Screening protocols are included in the appendix. The designated screener will utilize appropriate PPE. Staff, and students must maintain social distancing while waiting to be screened. Staggered start times will be assigned to avoid congestion at the screening area. Those arriving prior to their scheduled time shall remain in the vehicles and not congregate in common area. **In accordance with Burlington County Policy (attached), an appropriate face covering must be worn while in County buildings.** A limited supply of facemasks will be available. Staff, and students are encouraged to provide their own face covering, as supplies are limited. Face coverings will be worn at all times.

A screening log/sign in will be maintained. Staff and students will sign in on the screening log. This will be a record that screening was completed. Name, signature, date, and time will be recorded. This sheet will be utilized in the event contact tracing becomes necessary. No medical information will be collected (**Temperatures are NOT to be recorded**). In accordance with CDC guidelines, anyone with a temperature over 100.4F will be immediately removed from the screening process and instructed to follow CDC guidelines including self-quarantine.

**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:	32
Classroom 1 – 5:	12

Classroom tables and chairs will be pre-staged and marked on the floor to maintain social distancing. Only one person shall be assigned to a table with one chair to be used only by them for their session. The tables and chairs should not be re-arranged from their designated positions. A seating chart will be completed, detailing which chair was occupied and by whom. **Facemasks shall be worn at all times.**

Instructor staff at the end of each class will complete the following (wearing latex or appropriate gloves; utilizing provided disinfectant):

- Sanitize light switches, door knobs and pull handles, inside and out
- Sanitize instructor laptop, mouse, remote control
- Sanitize desk/table tops and hand rail on back of chairs
- Sanitize podium desktop
- Sanitize any other surfaces touched during class or after dismissal
- **LASTLY**, Instructor to wash hands with soap and water

**Breaks:** Break periods will be staggered; the cafeteria may be utilized provide 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.

## **COVID-19 Practical / Hands on Training Adjustments**

### **Personal Protective Equipment and Procedure Overview**

**Face Coverings:** Instructor staff and students are required to wear face coverings at all times. Hands should be washed / sanitized prior to removing or donning their masks.

**Eye Protection:** As a further method of protection, instructor staff and students should wear clear eye protection during training when they are not utilizing Self Contained Breathing Apparatus (SCBA). Training evolutions which require close contact will require either face coverings, gloves and eye protection, or the utilization of full turn-out gear and SCBA.

**Handwashing:** Instructor staff and students should wash their hands during any break during instruction. Hand sanitizer can substitute for soap and water if there is no alternative nearby, however hands should be washed as soon as possible. Hand Sanitizer will be made available in each classroom.

**Gloves:** Instructor staff and students should utilize gloves anytime simulation equipment is being utilized by more than 1 person. This simulation equipment will be disinfected between student use by ESTC staff. Furthermore, no artificial ventilations will be provided by the students, but rather provided by BVM or automated device. After each use, the equipment will be disinfected by the ESTC instructor.

**Showering:** Shower room will be closed. Everyone is encouraged to immediately remove their clothing as soon as they arrive home, shower and wash their clothing.

**Instructor/Firefighter PPE and Personal Clothing:** All Instructor and firefighter PPE, clothing and uniforms shall be washed prior to all training sessions. A gross decontamination should occur after each training session. It is expected that all gear shall be cleaned and in good condition prior to any training/certification conducted. Any gear that is identified as not recently cleaned will be

grounds for dismissal from the training/certification session. This will be at the discretion of the ESTC Senior Instructor or designee responsible for the training session. Students will strictly adhere to the uniform policies established within each program. Uniforms should be clean and in good condition. Uniforms should be washed at the completion of each class session.

(For students dismissed, and/or in non-compliance. Sr. Instructor to notify ESTC Director, who will notify agency Chief).

**Paper Bags:** All instructor staff and students should utilize paper bags to store their face coverings when not in use, per CDC recommendation.

**Facilities/Equipment Maintenance:** Instructor staff will ensure training areas and equipment are cleaned/sanitized prior to the start and end of all training. ESTC Senior staff will verify the availability of classroom space, the operational availability of equipment, props, and the status of the Fire Training Grounds.

**Personal Equipment:** Students are discouraged from bringing any personal equipment to be used during training or testing, other than their assigned firefighting PPE. PPE will be exclusive to each student. Students will not share, lend, or borrow any PPE to or from another to minimize any potential contamination/exposure.

**Teams and Partners:** Prior to training or testing, students will be divided into assigned teams and will be placed into designated staging areas. The preferred size of the team is two (2) and the recommended maximum team size is six (6). Some skills may be performed individually. Team size will be contingent on the type of training being conducted or skill being tested. Students will be assigned a training partner(s). Once assigned a partner(s), they will train exclusively with their partner for the duration of the training session. These measures are to help minimize the risk and spread of any contamination, and to ensure safety precautions, within reason, can be adhered to.

**Team / Individual Staging:** While waiting to perform evolutions, student teams should be placed in designated areas that allow for social distancing. Within the staging areas, individual areas should be identified for each student or candidate. Instructor staff and students should wear their face coverings while in staging.

**Instructors:**

**Throughout each training session, ESTC staff must closely monitor the 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 Health Department.

**General PPE Requirements during practical skills for Staff, Students / Candidates.**

<b>Equipment</b>	<b>Required</b>	<b>Comments</b>
Face Covering	Yes	During all aspects of training/testing unless actively utilizing SCBA.
Gloves	Yes	During all aspects of training/testing which involve contact with training equipment.
Eye protection	Yes	During all aspects of training/testing outside of the classroom – i.e. any simulation or training, unless actively utilizing SCBA.
Firefighting PPE	Yes	During all aspects of training/testing.
Handwashing	Yes	As frequently as possible, but not limited to after every visit to the lavatory and after every removal of gloves or PPE covering hands.
Showering	Yes (ESTC Showers Closed)	Upon arrival at home

**ESTC Entry Screen Procedure:**

- 1. SELF-SCREEN at Home. Do not attend if you are experiencing any of the following:**
  - a. FEVER WITH OR WITHOUT CHILLS >100.4F**
  - b. UNCONTROLLABLE SECRETION/EXCRETIONS THAT WOULD LIKELY RESULT IN SNEEZING/BLOWING NOSE DURING TRAINING OR TALKING WITH AN INSTRUCTOR OR STUDENT.**
  - c. PRODUCTIVE/UNCONTROLLED COUGH OR COUGH LASTING**
  - d. PROLONGED SORE THROAT**
  - e. FLU OR COVID-19 LIKE ILLNESS, FEVER AND COUGH, SHORTNESS OF BREATH, OR SORE THROAT.**
  - f. NAUSEA / DIARRHEA / VOMITING ASSOCIATED WITH AN ACUTE ILLNESS.**
  - g. ANY CONFIRMED EXPOSURE OR CLOSE CONTACT WITH A POSITIVE PATIENT WITHIN THE LAST 14 DAYS.**
- 2. ENTER THE ESTC VIA THE DESIGNATED DOOR.**
  - a. DON FACE COVERING PRIOR TO ENTRY**
- 3. SCREENING STATION**
  - a. MAINTAIN SOCIAL DISTANCING**
  - b. SANITIZE HANDS**
  - c. TEMPERATURE (LESS THAN 100.4F)**
  - d. SIGN-IN**
- 4. PROCEED TO ASSIGNED TRAINING AREA.**

**I hereby acknowledge receipt of the BCESTC COVID19 Operating procedures.**

\_\_\_\_\_  
STUDENT - PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT - SIGNATURE