


FREDERICK COUNTY FIRE AND RESCUE DEPARTMENT TRAINING BULLETIN			
	SUBJECT: COVID-19 Guidelines for Instructors and Students of Training Division programs	T.B.: 20-02	
		PAGE: 1 OF 4	
	ISSUED BY: Keith A. Jenkins Deputy Chief – Training Division	DISTRIBUTION: All Personnel	
	APPROVED BY: <i>Keith A. Jenkins</i> DEPUTY CHIEF – TRAINING DIVISION, FIRE AND RESCUE DEPARTMENT		EFFECTIVE DATE: August 1, 2020

The Frederick County Fire and Rescue Department – Training Division has established the following guidelines that will be in place for all classes conducted at the Frederick County Public Safety Building (PSB) and the Winchester / Frederick County Fire and Rescue Training Center (TC) during the current health crisis. It is imperative that all students and instructors conform to these guidelines to maintain the health and safety of each other.

Coronavirus (COVID-19) Information

The following list of symptoms vary from person to person. Any student who is experiencing one (1) or more of these symptoms, the student is not to report to class and must notify their class's program director.

The following lists of signs and symptoms¹ may appear **2 – 14 days after exposure to the virus.**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Any student who tests positive, or has been around a person who tests positive, the student is not to report to class and must contact their class's program director. The return to class will be determined by the policies set forth by the Center for Disease Control and Virginia Department of Health's Return to Work policies.

Prior to class starting (each day):

- Training Division staff shall ensure that the classroom has been properly sanitized at least one (1) hour prior to the start of a class. Any disinfecting supplies shall be placed in the room, as necessary.

¹ Symptoms of Coronavirus, CDC, https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html

- Temperature monitoring equipment and electronic tablets will be set up in the hallway outside of the classroom for all students and instructors to complete prior to the start of class. All class participants are to enter the single-door hallway, located on the east side of the front entrance.
 - All students and instructors **must** complete the self – assessment evaluation and measure their current body temperature using the FLIR thermometer before they may enter the classroom.
 - Self – assessment evaluation form located at health.fcfrd.com.
 - All students and instructors **must wear** a facemask prior to entering the classroom. Only individuals with a health condition that prevents the wearing of a mask shall be exempt from this requirement. *(required medical documentation must be completed and six (6) foot distancing will always be required for the individual when interacting with others)*
 - Failure of a student or instructor to comply with this requirement **shall result** in the individual being barred from entry into the classroom.
- Any additional personal protective equipment (PPE) that may be necessary for the classroom session shall also be placed on the hallway table for students and instructors to utilize.

During class:

- All students and instructors shall maintain a social distancing of at least six (6) feet as much as possible. Students shall sit at their assigned table, while instructors shall stay in the areas of the classroom where social distancing can be maintained while lecturing.
 - While social distancing may be difficult while inside the classroom trailer of the TC, all students and instructors **must wear** their facemask inside the building.
- While practical exercises are being conducted inside the PSB, all participants shall wear their facemask unless the activity requires the facemask to be removed. The facemask **shall be** replaced once the activity has been completed.
 - Students and instructors shall maintain a social distancing of at least six (6) feet during practical exercises when possible.
- During any practical exercises that are conducted outside at the PSB or TC, all participants shall not be required to wear a facemask unless they are part of a group that will be near each other while in a confined area (i.e. back of an ambulance, RIT house while not using SCBA, tractor shed, air trailer)
 - All practical instruction shall be conducted preferably within the boundaries of the training room. These areas include the library, interview rooms 1 and 2, and the kitchen. If students and/ or instructors are required to go beyond the security doors of the PSB, they **must wear** their facemask.
- During breaks, no social gathering of students and/or instructors is permitted while inside the PSB. If any individual(s) desires to go outside of the building, the wearing of a facemask is not required, however, social distancing of at least six (6) feet is still recommended.

Class Etiquette:

- Attendance shall be taken either verbally or visually by the instructor. No sign-in sheets will be distributed.
- Any handouts that will be distributed to students during class shall be placed on the individual tables prior to the start of class, if possible.

- Any quizzes or tests that will be administered during class shall be done with testing materials (iPads, paperwork, etc.) distributed to student's table prior to the start of class, if possible. Students are to refrain from opening testing materials until instructed to do so. Once testing is complete, all materials will be collected and properly disinfected by the following recommended methods:
 - iPads – all surfaces will be wiped off with appropriate cleaning agent prior to returning the tablet to its storage location.
 - Paperwork – instructor or test evaluator shall handle completed paperwork with gloves. Documents may be graded with Scantron scanner; however, the paperwork shall be isolated in an envelope for at least five (5) days² before it is returned to the students.
 - Quizzes and test should be administered via Learning Management System (Moodle) as much as possible to limit contact exposure.*
- Food and beverages may be consumed while in the training classroom, however, no items may be shared with other students or instructors.

After class:

- Prior to class dismissal, any equipment that was used for practical training must be properly disinfected with the appropriate cleaning agent prior to returning it to the storage location.
- Any disposable materials that were used in class are to be disposed of in the appropriate trash container. No PPE is to be left on tables or chairs by anyone.
- Each student is responsible for cleaning their table and chair that they may have used for class with the appropriate cleaning agent before they are permitted to leave the classroom.
- Instructors are responsible for cleaning all lecture remotes / iPads with the appropriate cleaning agent prior to returning the equipment to the podium.

Cleaning agents that will be used for equipment

- Students shall wear nitrile gloves while cleaning.**
- Classroom furniture**
 - Disinfecting Wipes – scrub all surfaces of table and chair, air dry.
- EMS Equipment**
 - Plastic equipment (manikins, airway equipment), stretchers, immobilization equipment
 - Disinfecting Wipes – scrub all surfaces of equipment, air dry.
 - Q CPR manikins (Resus-Annie, Child, Baby)
 - Remove disposable airways on CPR manikins and replace with new airway.
 - Remove face of manikin and replace with new face.
 - Wipe interior section of manikins with Disposable Wipes – scrub all surfaces, air dry.
 - Wash all used manikin faces in a mixture of 1-gallon water, ½ cup bleach for 5 – 10 minutes, then rinse with cool water. Let air dry in strainer.
 - Jump bag / Drug bag
 - Disinfecting Wipes – wipe all sides of bag, scrub handles, air dry.

² “How long does the Coronavirus live on surfaces?”, <https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces#:~:text=The%20length%20of%20time%20varies,up%20to%205%20days.>

SUBJECT: COVID-19 Guidelines for Instructors and Students of Training Division programs	T.B. #20-02	PAGE 4 OF 4
--	--------------------	--------------------

- iSimulate monitor / Blood Pressure Training Arms /
 - Disinfecting Wipes – wipe all surfaces and handles, dry screen of iPad/ Galaxy Tab with lint-free cloth, air dry all other surfaces.
- iPads used by students and instructors
 - Disinfecting Wipes – wipe all surfaces, dry screen of iPad with lint-free cloth, air dry all other surfaces.

- **Fire Equipment**

- SCBA
 - Disinfecting Wipes – scrub all surfaces of SCBA backpack, connections, and remote gauge.
 - Wipe facemask/ 2nd stage regulator with Scott® - approved SCBA cleaning solution or Disposable Wipe, air dry or wipe dry with lint-free cloth.
- Personal Protective Equipment
 - Clean per manufacturer's recommendations as needed.
- Any equipment used in training practical
 - If possible, spray equipment with mixture of soap and water, scrub all surfaces with hand brush and rinse. Allow to air dry.
 - If not able to wash equipment, then isolate the equipment for five (5) days².