

HACC Police Academy

COVID-19 Standard Operating Procedures

This document shall serve as the standard operating procedure for Police Academy operations at the Senator Piccola Law Enforcement Complex at HACC, Central Pennsylvania's Community College during the COVID-19 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.

Parking: All faculty, staff and students shall park in Lot N-2 at the Senator Jeffrey E. Piccola Law Enforcement Complex (PLEC), utilizing the entrance off of Industrial Road.

Main Entrance and Exit: All faculty, staff and students shall enter through the main entrance of the PLEC. All faculty, staff and students shall exit through the doors at the opposite end of the building. All individuals must wear facemasks at all times.

Screenings: Wellness screenings will be conducted just inside the main lobby entrance of the building. Faculty, staff and students will enter the building, maintaining social distancing of at least 6 feet. One by one, faculty staff and students will be called into the building and will immediately enter the conference room to wash his/her hands. The designated wellness screener will utilize gloves and face mask. Students will be assigned staggered start times and end times in order to avoid close contact at the screening location. Students waiting to be screened will wait on the sidewalk outside the main doors. Cones on the sidewalk will indicate 6 ft distancing. Students are advised to remain in their personal vehicles until a time designated by the PLEC staff to engage in entrance to the building. At no time should students congregate at the entrance to PLEC. Visitors are required to contact the PLEC staff for entrance to PLEC. At no time will visitors be allowed in the PLEC complex without prior approval. All media should be

directed to contact newsroom@hacc.edu and Dr. Linnie Carter. Logs will be kept for all wellness screenings. Any faculty, staff or student found to have a temperature over 100.4 degrees F or to have answered “yes” to any of the questions in the screening will be immediately dismissed from class and instructed to follow-up with his or her Primary Care Physician. PSC Director Robert Stakem should be notified and will be the point of contact for this faculty, staff member or student.

Bathrooms: PLEC contains two bathrooms for males and females (one set being located inside the Indoor Firing Range and one set along the main corridor). They are well maintained and adequate. Staff and recruits are ordered to wash their hands for at least 20 seconds prior to exiting. Face mask shall be worn while inside. A maximum of two persons will be allowed inside restrooms at any given time.

Offices: PLEC currently has (5) office spaces for the personnel assigned. The current configuration allows for proper social distancing. Face masks shall be worn in the open office bay of Room 106 at all times, but are not required in individual offices when door is closed and only one person is present. Offices shall be disinfected daily by PLEC staff at the end of shift. The main office bay will be disinfected daily by HACC facilities personnel.

Classrooms and Other Spaces: PLEC currently has (2) classrooms that can be used for instruction. Taking into account proper social distancing the maximum number of students per classroom is as follows (one student per table):

Classroom 102/104 (divider open): 24

Classroom 109: 20

Weight Room: Closed at this time

Conference Room 123: available only for hand washing for entrance to PLEC

Faculty, staff and students shall apply hand sanitizer/wash hands upon entering and exiting the classroom. Facemasks must be worn at all times. Additional mitigation protocols to take place at the end of every class period (including break periods):

Utilize Clorox wipes or bleach spray mixture.

Sanitize door knobs and pull handles, inside and out

Sanitize instructor laptop and mouse

Sanitize desk/table tops and hand rail on back of chairs

Sanitize remote controls for TV/Monitors

Sanitize podium desktop

Sanitize any other surfaces touched during class or after dismissal

Students will eat lunch at their table or in his/her personal vehicle. Given the space inside each room this will allow for proper social distancing. Students will be required to wash their hands before lunch, they will be required to store their face covering in a brown paper bag.

PPE/Cleaning Supplies: A daily inventory of PPE and cleaning supplies shall be conducted. Staff will make requests for additional supplies through the appropriate avenues. PPE necessary includes but is not limited to; face masks, latex free gloves, Clorox wipes, Clorox spray, brown paper bags, thermometers, eye protection, towels, and hand sanitizer.

COVID-19 Practical/Hands on training adjustments

Personal Protective Equipment and Procedure Overview

Masks: All faculty, staff and students are required to wear approved face masks at all times; cloth will suffice during training if the cloth masks are provided by the student's sponsoring agency. A limited number of masks will be available the first day only. After this time, faculty, staff and students will be required to provide their own mask. Students will be required to wear face masks during all portions of training. Cloth masks should be washed every training day. During breaks, lunch for example, students can remove their masks and place them in a paper bag for storage in between sessions (Students should be reminded to wash their hands prior to removing and donning their masks.)

Gloves: Students are required to wear tactical, baseball, or other leather type gloves during hands-on training sessions. Like face masks, gloves can be stored in a separate paper bag while they are not being used. Students should be reminded that, like the face masks, they should be washed every day after training and should only be worn while training and not while driving, eating lunch, etc.

Eye Protection: As a further method of protection, students should be assigned and required to wear clear eye protection during training when they are unable to maintain a six (6) foot space away from others.

Handwashing: Hand sanitizer can substitute for soap and water if there is no alternative nearby, however faculty, staff and students should wash their hands as soon as possible. Students shall always have their provided hand sanitizer on them. Staff will have available "Defense" body wipes in the event soap, water, and sanitizer are not available.

Showering: Showers and locker rooms will be closed. Recruit should immediately remove their clothing worn at work as soon as they arrive home and should wash their uniforms, masks, and gloves as soon as possible (daily.)

Breaks: Students will eat their lunch and take their breaks with their assigned training partner, separate from others students, to minimize the risk of exposing others. Students can eat either at their instructional stations or in their personal vehicles.

Medical Screening: All faculty, staff and students will be screened prior to participating in training. All previous standards and guidelines established by the Public Safety Center will apply (i.e. temperature guidelines for dismissal.)

Clothing: All uniforms, cloth face masks and tactical gloves shall be washed prior to and after all training

Paper Bags: All faculty, staff and students will be assigned paper bags to store their masks and gloves when not in use per CDC recommendation on mask reuse.

Training Safety Precautions Overview

Screening: Everyone will adhere to the Wellness Screening Protocol. They will go through a daily wellness screening prior to entering the facility. Their ability to train will be based on the results of their Wellness Screening.

Facilities/Equipment Maintenance: Instructors and staff will ensure all training areas and equipment are cleaned/sanitized prior to the start of all training. Cleaning/ sanitation supplies will be available, however should not be a substitute for regular sanitization performed by HACC Facilities. Upon the completion of any training conducted on the mats, an instructor shall ensure the training areas are cleaned with the available chemical cleaners. Students may elect to clean their own personal equipment on their personal time, but any equipment assigned by the Training Academy will be cleaned on site.

Equipment: Any equipment, regardless if personally owned or assigned, will be exclusive to each student. Students will not share, lend, or borrow any equipment to or from another student to minimize any potential contamination/exposure. The students will also be responsible for the cleaning/maintenance of their equipment, see **Facilities/Equipment Maintenance** for further details.

Clothing: Recruits will adhere to the uniform guidelines as stated in the Academy Policies/Procedures. This is to reiterate that recruits will wear a clean uniform of the day. Recruits shall wash all clothing worn during any type of defensive tactics or close quarters physical training.

Training Groups and Partners: Prior to training, recruits will be divided into assigned groups, which they will maintain throughout the training block. The preferred size of recruits per group

is four (4) and the recommended maximum group size is eight (8). Group size will be contingent on the facility being used, available instructors, and the type of training being conducted. Furthermore, each recruit will be assigned a training partner. Once assigned a partner, the recruits will train exclusively with their partner and for the duration of the training block. These measures are to help minimize the risk and spread of any contamination and to ensure safety precautions can be adhered to within reason.

Training Adjustments by Lesson

**Recruits will be assigned a training partner and will stay with that same partner for the duration of the training.*

Taser 7

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves, baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every hour
Showering	No	If available

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves, baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every hour
Showering	No	If available

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Practical training should take place outdoors. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Recruits already wear eye protection and have limited contact with one another during the majority of this training.

Baton

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves, baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every hour
Showering	No	If available

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves, baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every hour
Showering	No	If available

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner. The “Numb John” and punching bags can be used as targets during training. This will allow for an increased time Recruits will be apart from one another and will increase one-on-one instruction which would lead to better retention by the Recruit. No other major

adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Each Recruit will be assigned their own tombstone pad and training baton that shall be sanitized at the end of the training day.

Oleoresin Capsicum (OC)

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves, baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every hour
Showering	No	If facilities are open and available.

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves, baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every hour
Showering	No	If available

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner. The “Numb John” and square firearms targets can be used as targets during training, however, are not necessary since the Recruits will be no closer than five (5) to six (6) feet from each other during the practical portion (optimum range of OC is 6-10 feet from nozzle to target.) The live exposure will be postponed to a later date when the threat of infection of

COVID-19 is minimal. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Each Recruit will be assigned their own canister of training OC that shall be sanitized or discarded at the end of the training day.

Searching (Systematic, Standing, and Prone)

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Latex free Gloves preferred however, tactical gloves and baseball gloves would suffice
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 minutes to an hour
Showering	No	If facilities are open and available.

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Latex free Gloves preferred however, tactical gloves and baseball gloves would suffice
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour

Showering	No	If facilities are open and available.
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Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner **only**. Latex free exam gloves are preferred for this portion due to the frequency of contact during training and should be changed regularly (for example after each technique is taught.) Hand washing breaks should be more frequent. No shoes will be allowed on the mat. Prone handcuffing will only occur after the mats have been sanitized and dry. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Each Recruit will be assigned a pair of sanitized training handcuffs that they will be responsible for cleaning at the end of training. Showers and a change of clothing is highly recommended upon completion of this section due to the frequency of contact. This training should occur at the end of the day so Recruits can change clothes and/or shower at home.

Pressure Point

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Latex Gloves preferred however, tactical gloves and baseball gloves would suffice
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 minutes to an hour
Showering	No	If facilities are open and available.

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training

Gloves	Yes	During all aspects of training. Latex Gloves preferred however, tactical gloves and baseball gloves would suffice
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour
Showering	No	If facilities are open and available.

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner **only**. Latex free exam gloves are preferred for this portion due to the frequency of contact during training and should be changed regularly (for example after each technique is taught.) Hand washing breaks should be more frequent. No shoes will be allowed on the mat. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: This training should occur at the end of the day so recruits can change clothes and/or shower at home.

Neck Restraints, Restraint Takedowns, and Choke Defense

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Latex Free Gloves preferred however, tactical gloves and baseball gloves would suffice
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 minutes to an hour.
Showering	No	If facilities are open and available.

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Latex Free Gloves preferred however, tactical gloves and baseball gloves would suffice
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour
Showering	No	If facilities are open and available.

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner **only**. Latex free exam gloves are preferred for this portion due to the frequency of contact during training and should be changed regularly (for example after each technique is taught.) Hand washing breaks should be more frequent. No shoes will be allowed on the mat. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Showers and a change of clothing is highly recommended upon completion of this section due to the frequency of contact. Training should occur at the end of the day so Recruits can change clothes and/or shower at home. Recruits will be interacting extremely closely during this portion of instruction and should take extra care to not only wash their hands frequently but also their arms (forearms and elbows) and necks (again showering is preferred and highly recommended).

Weapon Control (Defense and Disarming)

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves or baseball gloves

Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 minutes to an hour.
Showering	No	If facilities are open and available.

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves or baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour
Showering	No	If facilities are open and available.

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner **only**. Hand washing breaks should be more frequent. No shoes will be allowed on the mat. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Recruits are assigned their own (sanitized) orange training gun for this portion and will be required to clean it upon completion of training. This training should occur at the end of the day so Recruits can change clothes and/or shower at home. Recruits will be interacting closely during this portion of instruction and should take extra care to wash their hands often and avoid touching their face.

Edged Weapon and Blunt Object Defense

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training

Gloves	Yes	During all aspects of training. Can be tactical gloves or baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 minutes to an hour.
Showering	No	If facilities are open and available.

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	During all aspects of training. Can be tactical gloves or baseball gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour
Showering	No	If facilities are open and available.

Training Adjustments: A maximum of eight (8) students per practical session would be preferred. Training should occur outdoors if the space is available Recruits will work with their designated partner **only**. Hand washing breaks should be more frequent. No shoes will be allowed on the mat. No other major adjustments to the current lesson plan need to be made as long as the above mitigation criteria is met

Comments: Recruits are assigned their own (sanitized) equipment (orange gun, rubber knife, training baton) and be required to clean them upon completion of training. **Showers and a change of clothing is highly recommended** upon completion of this section due to the frequency of contact. This training should occur at the end of the day so Recruits can change clothes and/or shower at home. Recruits will be interacting closely during this portion of instruction and should take extra care to wash their hands often and avoid touching their face. If available, a N95 mask is preferred during this portion.

Scenario Week

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	Latex free exam gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	After every scenario
Showering	No	Upon completion of training day if facilities are available

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	Latex free exam gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour or every other training group
Showering	No	Upon completion of training day if facilities are available

Training Adjustments: Scenario week can be completed with the above mitigation criteria and several other safety considerations.

1. All Role Players wear long sleeves during all scenarios (to minimize skin contact during handcuffing.)
2. Recruits will be assigned a partner, they will remain with that partner for the duration of the training day.
3. Props are sanitized between scenarios
4. High touch areas (inside vehicles, doors, etc.) are sanitized between scenarios
5. Groups wait in separate areas while waiting for their turn
6. Recruits change exam gloves after each scenario and wash their hands after taking them off.
7. All scenarios are conducted in well ventilated rooms or outdoors when feasible
8. Only MPOETC required scenarios are conducted (extra scenarios can be added once restrictions are lifted.)

Comments: Recruits will be assigned their own (sanitized) equipment (orange gun, inert OC, training baton, radio, etc.) and will keep them throughout scenario week (cleaning them daily.) Recruits will be required to clean all issued equipment before returning them.

Additional Information:

Instructor Count: There will be sufficient instructors to break the class into several smaller groups for Defensive Tactics and Physical Training. Scenarios require role players and evaluators for each group of recruit pairs. Only half the class participates in final scenarios at one time. The staging area will be the classroom where social distancing can be maintained.

EVOC Training

** Our classes are split in half for driving. They only have 8 hours remaining of this block. There will only be one instructor and one recruit in a vehicle at one time.

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	No	May hinder training/optional
Eye protection	Yes	During all aspects of training
Handwashing	Yes	After every iteration
Showering	No	Upon completion of training day if facilities are available

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	Latex free exam gloves
Eye protection	Yes	During all aspects of training

Handwashing	Yes	Minimum of every 45 mins to an hour or every other training group
Showering	No	Upon completion of training day if facilities are available

Training Adjustments: EVOC training can be completed with the above mitigation criteria and several other safety considerations.

1. Current training site is Driving Pad at the Shumaker Public Safety Center.
2. Recruits will walk to the Driving Pad utilizing social distancing.
3. Wellness screenings will be administered onsite and upon arrival and departure for all Instructors and Recruits.
4. Groups will be in separate areas while waiting for their turn
5. All vehicles will be equipped with hand sanitizer, Clorox wipes/and or spray and rubber gloves.
6. The vehicle will be sanitized before and after each training exercise
7. Recruits will be broken into groups of 4-8 (no more than 8) and assigned staggered start times.

Comments: Training will utilize 4 vehicles. The minimum number of instructors is 4, but 6 is preferred. Only 1 recruit will be permitted inside the vehicle with 1 instructor. The recruit will remain with the same instructor for all driving exercises. When recruits are not engaged in driving they will be outside off the course and on cone duty.

Firearms

Recruit

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	No	May hinder training/optional
Eye protection	Yes	During all aspects of training
Handwashing	Yes	After every iteration
Showering	No	Upon completion of training day if facilities are available

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	Latex free exam gloves
Eye protection	Yes	During all aspects of training
Handwashing	Yes	Minimum of every 45 mins to an hour or every other training group
Showering	No	Upon completion of training day if facilities are available

Training Adjustments: Firearms training can be completed with the above mitigation criteria and several other safety considerations.

1. Recruits will report to the Academy Indoor Firing range (inside PLEC).
2. Wellness screenings will be administered onsite and upon arrival and departure for all Instructors and Recruits.
3. Hand washing will occur at the large sink inside the range.
4. Weapons maintenance will be staggered to ensure proper social distancing.
5. Cadets will be broken down into sub-groups based upon the training objective.
6. Eye protection, hearing protection, weapon systems, and clothing shall be cleaned thoroughly at the end of training and before the next shift. All equipment shall be individually assigned.

Comments: Recruits will be required to maintain social distancing while on breaks or eating lunch. Recruits will be required to thoroughly wash their hands and disinfect all equipment during break periods. Hand sanitizer shall be used to clean hands in-between individual training evolutions. Proper PPE (eye protection, face mask & gloves) shall be used when social distancing cannot be maintained due to the nature of training.

Physical Fitness Training

Recruit

Equipment	Required	Comments
Face Mask	No	Optional when in open space and social distancing is present. Mandatory if close contact is involved. Masks may cause secondary effects due to

		the strenuous nature of the task.
Gloves	No	Mandatory if contact is involved.
Eye protection	No	Mandatory if in close contact
Handwashing	Yes	On breaks and end of training
Showering	No	Upon completion of training day if facilities are available

Instructor

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training
Gloves	Yes	Latex free rubber gloves if coming into contact with student
Eye protection	Yes	During all aspects of training
Handwashing	Yes	On breaks and end of training
Showering	No	Upon completion of training day if facilities are available

Training Adjustments: Physical Fitness training can be completed with the above mitigation criteria and several other safety considerations.

1. Students will be broken into small groups when possible to promote social distancing.
2. Training locations will vary depending on the objective and availability (mostly running track and mats outside – in main hallway if inclement weather)

Comments: Recruits will be required to clean all issued equipment before returning them. Recruits will be required to clean and sanitize all clothes and equipment before the next training day. Recruits shall have a change of clothes for after the training evolution. These small groups will be allowed to shower before reporting to class.