

HACC COVID-19 Standard Operating Procedures

Shumaker Public Safety Center - North Hall

Fire and EMS Training

This document shall serve as the standard operating procedure for operations at the Senator John J. Shumaker Public Safety Center (PSC) - North Hall, during the COVID-19 pandemic. These SOPs cover the administration and operational protocols for training and certification for both fire and EMS providers during this pandemic. In addition to these new policies, all training and certification will be held in accordance with all accrediting bodies, including, but not limited to PA State Fire Academy and the Pennsylvania Department of Health. 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. Faculty, staff, and students (which include students, cadets, and certification candidates) not adhering to these policies will be asked to leave the campus and not return until they do. Individuals not complying with these policies could be subject to corrective action or student discipline.

Pre-cleaning: HACC Facilities Staff have detailed mitigation protocols to be conducted for deep cleaning the buildings and classrooms before and at the end of every scheduled class period. Specific training schedules will be provided to HACC Facilities leadership on a weekly basis. Specific training equipment and simulation equipment will be cleaned by PSC staff after each use.

Report Time: Faculty, staff and students will be provided a staggered report time and maps to identify parking location and medical screening/check-in location points. Only identified and pre-approved faculty, 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 prior approval from PSC FT staff. These individuals will be subject to the same screening protocols approved for students.

Parking: North Hall: Adequate parking is available. Faculty, staff and students will utilize entrance 5 and park in the rear parking lot. At the designated time provided to the students, students will report to the check-in station at the north-east side of North Hall. Maps and further directions will be provided to the students prior to the first class session. These directions will include instructions on how to enter the screening areas.

North Hall Entrance/ Exit / Check-in Point: All faculty, staff and students shall report at their assigned time to the rear entrance (north-east entrance) of North Hall. Only

identified and pre-approved faculty, staff and students will be permitted on site. No visitors will be permitted. A medical screening location will be located in the cascade room located next to the rear entrance doors of North Hall. Faculty, staff and students will enter the designated door of the cascade room and exit the other. They will enter the building using the designated entrance into the stairwell. These entrances will be identified utilizing cones spaced 6 feet apart. Students, faculty and staff should maintain safe social distancing of at least 6 feet at all times. Students should go up stairs to the second floor of North Hall to their assigned classroom. If a student requires the use of the elevator, that student will be provided additional directions on building access and will be assisted by PSC staff. At no time should students congregate in common areas, hallways or stairwells. Students should follow the directional signs when utilizing the hallways.

The main/front entrance of North Hall will only be used only as an exit for the building.

Screenings: Wellness screenings (PA DOH / CDC protocols) will be conducted in the cascade room near the rear entrance. See appendix for screening protocols. The designated wellness screener will utilize gloves and face mask. Faculty, staff and students must maintain proper social distancing while waiting to be screened. Faculty, staff and students will be assigned staggered start times and end times in order to avoid close contact at the screening location. Faculty, staff and students arriving prior to their scheduled arrival time are required to remain in their personal vehicles and not congregate in common areas. Faculty, staff and students waiting to be screened will wait in a designated aisle marked by cones at six feet intervals. These individuals will be directed to first wash their hands in the provided sink and don their face mask. Faculty, staff and students are encouraged to bring their own facemask. Cloth masks are acceptable. Recommendations on cloth face masks can be found on the Centers for Disease Control website www.cdc.gov. Cloth face masks must be washed every day. A limited supply of facemasks will be available for student use on the first day of class. These face masks must be worn from this point forward unless SCBA is in use. Designated screeners will be HACC EMS Quick Response System (QRS) personnel or designated PSC staff. Logs will be kept for all wellness screenings. 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. Students who exhibit signs/symptoms of COVID 19 will be required to follow the college protocol related to exposure. Student will be instructed to follow up via e-mail to his or her program coordinator on next steps. If at all possible, remote instruction will be made available for this student. This student may return to campus only after a 14 day quarantine period and/or meeting the requirements established by HACC.

Hall Ways: The hallways within North Hall will be labeled with proper signage requiring one-way travel through the hallway and corridors. The hallways have been marked with signage designating direction of travel. Faculty, staff and students must

maintain proper social distancing while moving in the hallways. Hallways and corridors not in use will be marked and barricaded accordingly. At no time should any faculty, staff or student enter these areas.

Stairwells and Elevator: If faculty, staff or students utilize the elevator, only one (1) person is allowed inside at any given time. The stairwells have been marked with signage designating direction of travel. These directional control measures will reduce close contact between occupants of the building and should be obeyed at all times.

Bathrooms: Bathrooms for males and females are located on the first and second floor of North Hall. Faculty, staff and students are required to wash their hands for at least 20 seconds prior to exiting. Face mask shall be worn while inside. A maximum of two (2) persons will be allowed inside the North Hall restrooms.

Offices: North Hall currently has office spaces for assigned personnel. The current configuration allows for proper social distancing. Only one person is permitted to be in a designated office at any given time. Only essential personnel required to be on site for the class or exam will be permitted to be in the offices. PSC personnel are responsible for cleaning their own work stations at their end of their shifts. Only one person is permitted to be at the copier at any time.

Offices shall be disinfected by PSC staff upon leaving their assigned office area. N101 will be disinfected daily by HACC Facilities staff.

Classrooms: North Hall has adequate assigned classrooms that can be used for instruction. Considering proper social distancing, the maximum number of students per classroom is as follows:

Classroom 103: 12

Classroom 117: 6

Classroom 201: 14

Classroom 203: 12

Classroom 205/207: 24

Classroom 208: 10

Classrooms 210 & 211: 15 each

Classroom 206: 6 (this room has been set-up as temporary storage for the additional tables/chairs – should be a break out room only)

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 six-foot 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.

HACC Facilities Staff have detailed additional mitigation protocols to take place at the end of every class period including, but not limited to the following:

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 podium desktop

Sanitize any other surfaces touched during class or after dismissal

Cafeteria: The cafeteria in North Hall will be locked and closed as it does not provide adequate space for social distancing. Lunch break periods will be staggered and staff/students/candidates are expected to bring their own packed lunch to eat at their assigned classroom table or office or in their personal vehicles. Faculty, staff and students will be required to wash their hands prior to re-entry into North Hall. Furthermore, they will be required to store their face covering in a provided brown paper bag.

Other locations: Other classrooms and spaces in North Hall will be locked and off limits to students and staff. Signage will be provided by PSC Staff.

PPE/Cleaning Supplies: A daily inventory of PPE and cleaning supplies shall be conducted. PSC staff will work with HACC Facilities to ensure the proper PPE exists for all students, faculty and staff. Necessary PPE includes but is not limited to face masks, latex gloves, eye protection, 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: PSC faculty, staff and students are required to wear face masks at all times. When eating lunch, masks may be removed and placed in a paper bag for storage in between sessions (everyone should be reminded to sanitize their hands prior to removing and donning their masks.)

Eye Protection: As a further method of protection, faculty, staff and students should be assigned and required to wear clear eye protection during training when they are not utilizing Self contained breathing apparatus (SCBA). 1:1 patient assessments should include face masks, gloves and eye protection. Fire training evolutions which require close contact will require either face masks/gloves and eye protection, or the utilization of full turn-out gear and SCBA.

Handwashing: Faculty, staff and students will be required to 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.

Gloves: Faculty, staff and students will utilize gloves anytime simulation equipment is being utilized. This simulation equipment will be disinfected between student use by PSC 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 PSC instructor.

Showering: North Hall's shower / locker room will be closed. Everyone should be encouraged to immediately remove their clothing as soon as they arrive home, shower and wash their clothing.

Breaks: Faculty, staff and students will eat their lunch and take their breaks at their assigned table, office, work station or in his/her personal vehicle, separate from others, to minimize the risk of exposing others. If faculty, staff or students wish to re-enter North Hall after breaks, he/she will have to complete the necessary re-entry protocol established above. Instructors will stagger breaks to mitigate the number of students in the hallways and common areas.

Medical Screening: All faculty, staff and students will be screened prior to participating in training. All previous standards and guidelines established by HACC Corona Virus Task Force and the PA DOH, CDC will apply (i.e. temperature guidelines for dismissal.) Reference the PSC Wellness screening protocol.

Firefighting PPE and personal clothing: All firefighting 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 program. This will be at the discretion of the Fire Training Coordinator responsible for this training/certification program. 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.

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

Facilities/Equipment Maintenance: HACC Facilities members and staff will ensure all training areas and equipment are cleaned/sanitized prior to the start and end of all training. Cleaning/ sanitation supplies will be available. Facilities staff will ensure the availability of classroom space; PSC staff will ensure the operational availability of simulation equipment and the operational status of the PSC training grounds.

Personal Equipment: Students are discouraged from bringing any personal equipment to 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 / candidates 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 / candidates will be assigned a training partner(s). Once assigned a partner(s), they will train exclusively with their partner and for the duration of the training course or program. These measures are to help minimize the risk and spread of any contamination and to ensure safety precautions can be adhered to within reason.

Team / Individual Staging: While waiting to perform skills or testing stations, 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. Staff, students and candidates are required to wear their provided face masks and safety glasses while in staging. The staging area may be an assigned room within North Hall for classroom-based skills or the Training Pavilion for outside practical skills. Teams must be routed in and out of the staging area to maintain social distancing requirements.

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

Equipment	Required	Comments
Face Mask	Yes	During all aspects of training unless actively utilizing SCBA.
Gloves	Yes	During all aspects of training which involve contact with training equipment.
Eye protection	Yes	During all aspects of training outside of the classroom - ie. any simulation or training
Firefighting TOG	Yes	During all aspects of training.
Handwashing	Yes	As frequently as possibly, but not limited to after every visit to the lavatory and after every removal of gloves or PPE covering hands.
Showering	Yes	Upon arrival at home