



# YORK COUNTY FIRE SCHOOL

*"A part of the Fire Chiefs and Firefighters Association of York County"*

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## **COVID-19 Risk Management Plan(Admin Building)**

### **1.0 General**

#### **1.1 Purpose**

The purpose of this plan is to ensure that students are safe and that the risk of spreading or becoming infected with the COVID-19 virus is decreased, if not eliminated from the York County Fire School.

#### **1.2 Scope**

This plan will be followed by all employees, instructors, students, and guests of the York County Fire School (YCFS).

The plan and procedures are to comply with the Centers for Disease Control (CDC), Pennsylvania Department of Health PA (DOH), Pennsylvania State Fire Academy (PFSA) recommendations and the Governor's Directives to protect people from becoming ill with the COVID-19 virus.

The 'Plan' will be effective immediately and applies to Administration/Classroom Building of the York County Fire School and all equipment, props, tools, and buildings within.

#### **1.3 Enforcement**

The plan will be enforced by all employees and instructors to ensure the health and safety of everyone on the grounds. The Point of Contact (POC) for the plan is John Livingston II, York County Fire School Administrator 717-873-3013 [john@ycfs.us](mailto:john@ycfs.us).

### **2.0 Policy**

As stated with our outlined purpose above, it is the policy of the YCFS to ensure that all involved people that embark fire school property are healthy when they arrive and will remain healthy.

### **3.0 Procedure**

#### **3.1 General Precautions**

Group size will be followed per the recommendations of the PFSA or the Educational Training Agency (ETA) that sponsors the class or event.

Hand Hygiene will be required upon entering the facility. The administrative office has two (2) waterless hand sanitizer stations and seven (7) soap pumps within the restrooms and the kitchen area. There are single use hand sanitizer packets for student/instructor usage in the non-administrative building areas (such as the drill tower). The instructor restroom and the single person restroom on the lower grounds both have running water and soap.

Disposable gloves are provided for the staff to clean and disinfect the equipment and facilities.

Masks are recommended by all students, instructors, staff, and guests on the property of the York County Fire School. Masks shall be removed when SCBAs are to be used. Social distancing guidelines shall be followed at all times with the exception of when a Self-Contained Breathing Apparatus (SCBA) is properly donned and the subject(s) are breathing air through the SCBA.

Social Distancing will be per the Order of the Secretary of the PA DOH Directing Building Safety Measures at the recommended 6ft minimum between students/instructors/personnel/staff (when applicable) (PA DOH, 2020).

Staging of personal effects: All property of the student shall remain in their private vehicles, with the exception of class material (writing utensils, book(s), notebook, etc), snacks, etc. Cell phone will be permitted in the classroom. Once a class moves to the practical portion of a class and when turn-out gear (TOG) and/or an SCBA is needed, social distancing shall be maintained to don/doff Personal Protective Equipment (PPE). At no time shall TOG, SCBAs, or any personnel effects such as shoes, etc. be placed less than the recommended distance apart.

### **3.2 Participant Screening**

Staff shall have their temperature screened at the beginning of each workday.

ALL students will stage outside or in their cars prior to class. The Instructor/Staff will take students temperatures in the apparatus bay and record them in the provided binder. Once the student is cleared, they will exit the apparatus bay thru the marked door and proceed to the classroom they are assigned to.

Instructors, students, and all other guests to the facility will have their temperature taken upon arrival. Per the Pennsylvania DOH guidelines, if their temperature is 100.4 degrees Fahrenheit or higher, they will be instructed to leave the facility immediately. Any areas that the individual may have had contact with will then be thoroughly cleaned and disinfected.

Staff/Instructors will screen their own temperature.

Student's temperature will be screened by the class instructor or staff.

All Temperatures will be logged and recorded and kept locked up by staff to ensure privacy.

Anyone that is used to screen others will be required to show competency on how to use the specific thermometer purchased by the facility for this use to ensure that it is accurately used.

We would prevent participants from “Red” counties from participating by emailing them that they are not permitted per the state guidelines to participate. Our class rosters have which county each participant is from listed on it.

We usually have participants from: our county (York), Adams, Dauphin, Cumberland, and Lancaster.

\*If a participant “feels ill” prior to coming to class, they are asked not to attend. They will not be charged a ‘No Show fee’ per our usual attendance policy.

\*If a participant becomes ill while attending class, their “symptoms” will be documented, as well as a new temperature reading. The participant will be sent home and the Chief of that station will be notified that the participant may not return to finish the class. Anyone that could have had exposure to that participant shall be notified as being possibly exposed. All surfaces and training areas and equipment that participant had potential contact with will then be thoroughly cleaned/disinfected.

\*If a student tests positive for COVID-19 within two weeks of the end of the class, the students that were in the same class and also the instructor shall be notified in hopes of limiting exposure and spread of the virus. The York County Fire School and the equipment used during class would have already been cleaned and disinfected after the class ended. The other participants could be notified by either email or phone, as we have both on file for each participant as part of the registration process.

\*Most of our instructors are either EMTs or career FFs and are familiar with dealing with sick people within the public. While people are different and how they react to pathogens can vary, a list of the common signs and symptoms of the COVID-19 would be provided to each instructor so that they could be aware of potential health deteriorations of students throughout the training.

### **3.3 Cleaning/Disinfection**

All door handles, push bars, and push plate on doors and one-foot area surrounding it (in case the student has touched elsewhere on the door).

Light switches, vending machine buttons, fridge handles, Keurig lift bar.

Countertops, desk/tabletops, and chairs

Staff desk area/keyboards/mice/phones-daily

Instructor/Presenter area to include keyboard, mouse, presenter remote, TV remote, DVD player and other AV equipment and cords, desktop, and chair.

Restrooms are cleaned daily. If they are used during the day and then a night class is scheduled, the restrooms will be cleaned and disinfected prior to the night class. They shall be cleaned first thing the morning after an evening class prior to anyone else using them.

One free pen shall be offered per student as needed. That pen shall be the property of the student at that time and the pen shall be taken home with them. The public basket of pens has been removed from the administrative desk (just inside the front door) when the COVID-19 pandemic started.

All tools, props, or other equipment used shall be disinfected after being used.

Fire trucks shall be cleaned both inside and outside. Exterior will be washed with soap and water and the interior will be wiped down with disinfectant. Tool Compartments will also be disinfected as used.

SCBAs are provided by the student's fire company and will be cleaned per their departments SOG's, as would their TOG.

### **3.4 Communications**

Fire-related classes: Members of the Chief's Association shall receive an email with our listed requirements and expectations. Items such as, cleaning of SCBA and TOG after each use as this is property of each fire company and not the property of the fire school.

Any other equipment that is brought from a fire company and is not property of the York County Fire School will need to be cleaned/disinfected before being brought onto the property and also after any students/personnel have used it.

Students shall be emailed with our plan and expectations. Those that are not willing to comply with the plan and expectations set forth in the policy shall not be permitted to attend the class. No withdraw penalty will be charged.

Signs with the recommendations from the CDC and the DOH will be posted in the reception area, classrooms, restrooms, lunchroom, and on the doors to the facility training buildings (such as the drill tower and the maze).

The staff and/or class instructor will go over the risk management plan with the students to ensure they are aware of the expectations while on the property of the York County Fire School during the MANDATORY safety briefing.

### **4.0 Definitions**

*Chief's Association* - Chief from each fire company within the county.

*'Plan'* - The Risk Management Plan

*POC* - The person designated by the Board of Governors in charge of the operations of the York County Fire School

*Push plate* - Doors with a rectangular stainless-steel plate on the door for the purpose of using it as an area to push the door open with.

## **5.0 References**

Centers for Disease Control and Prevention. (2020). Coronavirus Disease 2019 (COVID-19): CDC/EPA Cleaning & Disinfecting Guidance.

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Pennsylvania Department of Health. (2020). Order of the Secretary of the Pennsylvania Department of Health Directing Building Safety Measures.

<https://www.governor.pa.gov/wp-content/uploads/2020/04/20200405-SOH-Building-Safety-Measures.pdf>

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