Agency Directive

Title: Operations During a State or National Health Emergency	**Agency Directive Number:** PCTC.025.0001
Related MD Statute/Regulations: Executive Order 01.01.2013.06	**Supersedes:** N/A
Related ACA and MCCS Standards: 5-ACI-ID-10; 5-ACI-3B-14	**Authorized by:** Albert L. Liebno, Jr. Acting Executive Director, MPCTC
Related Directives and Manuals: DPSCS Continuity of Operations Plan DPSCS Emergency Operations Plan, § .11	Issued Date: May 9, 2020 Effective Date: May 9, 2020
Variance: N/A	**Number of Pages:** 9

Robert L. Green
Secretary

.01 Purpose.

This directive establishes policy for staff, students, guest instructors, and visitors at the Public Safety Education and Training Center.

.02 Scope.

This directive applies to all administrative and operational units of the Center, Resident Partners, client agencies who host training, and guest instructors at the Center.

.03 Policy.

To ensure the safe operation and management of the Center, and the safety of all individuals at the Center, all staff of the Center and Resident Partners shall effectively manage administrative processes and operational responsibilities for students, staff, client agencies, and guest instructors to the Center.

A. This policy becomes effective when the Governor, Secretary of the Department of Public Safety and Correctional Services, or other State governance in the State declares a State of Emergency and/or existence of a catastrophic health emergency.

B. This policy is no longer effective when the Governor, Secretary of the Department of Public Safety and Correctional Services, or other State governance declares there is no longer a State of Emergency or catastrophic health emergency.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) “Center” means the Public Safety Education and Training Center located in Sykesville, Maryland.

(2) “Department” means the Department of Public Safety and Correctional Services.

(3) “Guest” means an individual who is facilitating, conducting, or attending training at the Center.

(4) “Identification” means a government issued document containing the name of the person represented and, as applicable, a photo.

(5) “PCTC” means the Maryland Police and Correctional Training Commissions.

(6) “Personal Protective Equipment (PPE) means equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as face coverings, gloves, and eye protection.

(7) “Telework” means an arrangement between an employee and the employee's supervisor which allows the employee to work at home, a satellite office, or at a Telework Center on select workdays.

(8) “Resident Partners” means those agencies and their personnel that maintain administrative offices and classroom space at the Center for the purpose of conducting business on behalf of their agencies.

(9) “Student” means an individual who is an employee of the Department of Public Safety and Correctional Services, client agency, or another recognized representative who has been registered to attend a scheduled course at the Center.

(10) “Visitor” means anyone entering the Center who is not a PCTC employee, DPSCS employee assigned to the Center, guest instructor, Resident Partner employee, or a currently registered student.

.05 Procedure.

A. The PCTC Executive Director oversees the administrative and operational management of the Center.

B. PCTC employees and Resident Partner employees are responsible for ensuring the safety and security of the Center.

C. The following units and divisions at the Center have operational management responsibilities for visitors to the Center:

(1) PCTC Executive Staff;

(2) Maryland State Police Training Division;

(3) Department of Natural Resources Police Training Unit;

(4) Department of Juvenile Services Training Unit;

(5) Correctional Training Unit;

(6) Law Enforcement Training Unit;

(7) Parole and Probation Training Unit;

(8) Leadership Development Institute;

(9) Maryland Community Policing Institute; and

(10) Support Services Division;

(a) Facilities;

(b) Finance Unit;

(c) Guest Services;

(d) Technical Services;

(11) All other PCTC employees not listed above.

D. All persons seeking admission to the Center must adhere to the following:

(1) Events conducted at the Center, to include the admission of staff, resident partners, training instructors, and students, require adherence to established protocols intended to protect the health and well-being of all persons in the Center and to mitigate the spread of any infections.

(2) The staff of the Center has the right to cancel training or restrict access to the Center when this policy is in effect.

(a) Activation of the policy is fluid and based on recent changes to the State or national health emergency.

(b) A time-frame cannot be established for when changes are made regarding classes and access to the Center due to the fluid nature of the emergency.

(3) Prior to seeking admission to the Center, all registered students shall receive confirmation of their enrollment in training and specific information about PPE that they will be required to provide and use while at the Center.

(4) All persons seeking admission to the Center shall be screened using DPSCS Initial Screening Questionnaire (Appendix A) which has been designed to assess the presence of an identified health threat with the potential to spread infectious disease(s).

(5) Notices will be posted requiring social distancing to be maintained while queuing for admission.

(6) As necessary physical indicators may be used to guide social distancing for those in waiting to complete the admission process.

(7) DPSCS Initial Screening Questionnaire will be administered by trained personnel who have been designated by the Executive Director.

(8) The DPSCS Initial Screening Questionnaire shall be based on guidance from the Centers for Disease Control and Prevention (CDC) and may be modified at any time based on the guidance of the CDC, the Maryland Department of Health or other recognized authority.

(9) An affirmative answer to any of the questions and/or the presence of any identified symptoms in accordance with the established guidelines will result in denial of admission to the Center.

(10) Those persons admitted to the Center shall adhere to the use of Personal Protective Equipment (PPE) recommendations or guidelines.

(a) A sticker will be issued to every individual who has been screened.

(b) The sticker must be displayed by the individual at all times when in any building on the Campus.

(c) Each sticker will be date stamped and the sticker must display the current date, or the individual will be referred for an immediate screening.

(11) Failure to adhere to these protocols will result in an individual being denied admission to PCTC or being removed if the non-compliance occurs after admission.

E. Personal Protective Practices.

(1) All individuals in the Center shall practice social distancing by maintaining a minimum distance of six feet between each other.

(2) In the event training requires closer contact, the maximum amount of distance between individuals shall be maintained.

(3) In circumstances where individuals maintain less than a distance of six feet, the activity should be limited to two people.

(4) All individuals shall wear masks or face coverings while in the Center.

(5) Masks or face coverings shall cover the wearers nose and mouth.

(6) All individuals shall engage in regular hand washing and in the event hand washing is not practical, regular use of hand sanitizer with an alcohol content of 60% or higher.

(7) When engaging in practical training requiring physical contact between two individuals, hands shall be sanitized or washed immediately prior to and upon completion of the practical.

(8) Sanitizing supplies shall be maintained in classrooms, computer labs, at water fountains, and other common areas where equipment such as keyboards and telephones may be used.

(9) Instructors shall require students to wipe down keyboards, desk areas, seats and other common equipment at the start and end of every course.

(10) Keyboards and other shared equipment shall be wiped down between each user.

(11) Movement around the building shall be limited.

(a) Classroom start times will be staggered in accordance with a developed schedule.

(b) Breaks shall be staggered between classes to prevent large groups in common areas and restrooms.

(c) Individuals shall be advised the services of the cafeteria may not be available.

(d) When individuals bring a packaged meal, classes should be encouraged to eat as a group while practicing effective social distancing.

F. Instructor Responsibilities.

(1) Instructors are responsible for ensuring social distancing is practiced in the classroom at all times.

(2) Instructors are responsible for ensuring PPE is used in accordance with this policy.

(a) Face masks are not required for the instructor/presenter when he/she is able to maintain a 6 foot distance from students at all times.

(b) Face masks are required for any instructor/presenter in the classroom who is not currently presenting.

(c) Instructors/presenters should limit movement in the classroom when presenting to ensure maintenance of the 6 foot distance.

G. Pre and Post Training

(1) Each training unit shall have staff trained to conduct screenings for individuals arriving for training.

(2) The training unit shall assign trained personnel to assist with the questionnaire stationed in the designated area during check in for the scheduled training.

(3) Individuals should be advised to arrive in sufficient time to check in, complete the DPSCS Initial Screening Questionnaire, and proceed to the classroom.

(4) Individuals should be advised that they may need to allow additional time to gain entry to the Center.

(5) Individuals should be encouraged to depart the Center as soon as possible once their class ends for the day.

H. Residential Dorms

(1) Every effort will be made to accommodate single occupancy.

(2) Individuals are free to enter and exit the Center during after-hours operation; however, they are expected to continue to practice social distancing and use PPE as required when moving around the Center.

(3) Individuals may be subject to repeated screenings using the DPSCS Initial Screening Questionnaire when re-entering any building on the campus.

(4) Individuals participating in events at the Center will report to the main lobby every day, prior to class, for screening.

I. Symptoms

(1) Any time an individual becomes ill or begins to exhibit any of the symptoms for which they have been screened, they will notify their supervisor, a PCTC staff member, or instructor immediately.

(2) The notified individual will:

(a) offer to contact appropriate emergency medical personnel as needed; or

(b) direct the individual to leave the premises immediately and recommend the individual contact his/her medical provider as soon as possible.

(3) As required contact tracing will be initiated when possible.

(4) The individual will be allowed to return to training when cleared by a licensed medical professional with appropriate documentation submitted to their supervisor or employing agency.

.06 Practical and Skill-based Training

A. The skills venues will conduct screening using the DPSCS Initial Screening Questionnaire and taking temperatures each day as staff and students report,

B. Any individual facilitating or participating in practical and skill-based training shall report symptoms identified by the CDC, Maryland Department of Health, or other recognized infectious disease organization immediately.

(1) Staff, Resident Partners, or instructor(s) to their immediate supervisor or designee.

(2) Student to the course instructor.

C. The individual will be asked to leave the campus immediately; unless the symptoms are severe enough to warrant contacting 9-1-1 for immediate emergency medical services.

D. Approved face coverings are to be worn at all times when in proximity to others.

(1) Instructors must wear face masks when conducting training in close proximity to a student during the driving component of Emergency Vehicles Operations.

(2) Instructors must wear face masks when conducting training in close proximity to a student during defensive tactics training.

E. All students and instructors are to wash their hands with soap and water for a minimum of 20 seconds immediately following contact with another individual as the result of participation in a practical training scenario. In the event soap and water is not available, sanitizer may be used and should have an alcohol content of 60% or higher.

F. Students will be encouraged to have a second set of clothing to change into immediately following person-to-person contact scenarios, activities, etc. Clothing worn during the training exercise(s) should be washed immediately upon returning home at the end of the training day.

G. Training shall be limited to allow for social distancing.

H. Instructors shall ensure participants maintain a minimum distance of 6-foot between participants, except during practical training that requires breaching the recommended distance of 6-feet.

I. Students shall use the same piece of equipment for the entire class period.

J. Instructors shall ensure all equipment is thoroughly cleaned utilizing provided alcohol-based wipes or spray solution:

(1) at the onset of training, prior to initial use;

(2) during hourly class breaks; and

(3) after use.

K. When equipment must be shared all equipment must be thoroughly cleaned utilizing provided alcohol-based wipes or spray solution before the equipment is transferred to another student.

L. Individuals participating in training shall use individual water bottles, it is recommended that water fountains should be cleaned utilizing provided alcohol-based wipes or sprays following each break (hourly).

.07 Training Equipment

A. All training equipment must be thoroughly cleaned prior to the onset of training.

B. Cleaning of the training equipment includes using provided materials to wipe all contact areas used by students and instructors during the training to include, but not limited to:

(1) Gym mats;

(2) Gym equipment;

(3) Weight equipment;

(4) Steering wheels and control features in a training vehicle; and

(5) Seats in a training vehicle.

C. All training equipment must be thoroughly cleaned at the completion of each training session.

D. A cleaning schedule shall be posted in each of the following training environments:

(1) Physical Training Center;

(2) Firearms Training Facility; and

(3) Driver Training Facility.

E. All frequently touched items (e.g. door pulls and toilet seats) will be disinfected frequently.

(1) When training has concluded it is required that the group utilizing the area wipe down and clean ALL touch surfaces.

(2) Cleaning solutions available to disinfect hard and soft surfaces will be available at each site.

.08 Attachments.

Appendix A – DPSCS Initial Screening Questionnaire (revised 5/2020)

.09 History.

This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.10 Distribution.

DPSCS Executive Team
PCTC staff
Resident Partner staff
Institutional Trainers

INITIAL SCREENING QUESTIONNAIRE

IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.

For infection control purposes, I need to ask you a few questions:	
Have you had any of the following <u>new</u> symptoms or combination of symptoms in the last 3 days: ☐ Cough (either new or different than your usual cough)? ☐ Shortness of breath? ☐ Difficulty breathing?	☐ Yes ☐ No
Have you had any <u>two</u> of the following <u>new</u> symptoms in the last 3 days: ☐ Fever ☐ Muscle pain ☐ Sore throat ☐ Chills ☐ Headache ☐ Repeated shaking with chills ☐ New loss of taste or smell	☐ Yes ☐ No
<u>For congregate care facilities only</u>, no visitors are allowed. All employees and vendors or contractors on official business must submit to a temperature check. Is Temperature 100.4°F [38°C] or above?	☐ Yes ☐ No Record temperature check here: _____

Individuals who answer **YES** to **ANY** question on the Initial Screening Questionnaire **OR** have a temperature of 100.4°F [38°C] **OR** refuse to participate in the screening process **<u>must</u>** be denied access to the facility.

Name of Individual Seeking Access _____ (please print)

Access Determination _____Denied

Name of staff completing form _____ Date:_____ Time: _____
(Please print)