

CAPE MAY COUNTY  
DEPARTMENT OF PUBLIC SAFETY TRAINING CENTER  
FIRE MARSHAL'S OFFICE

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**OPERATIONAL PLAN FOR REOPENING CAPE MAY  
COUNTY FIRE ACADEMY**

**I. PURPOSE**

This proposal is an operational plan to open the Cape May County Fire Academy. All procedures and guidelines will be followed as set forth by Cape May County Government Reopening Plans and any additional supplemental plans issued by the County of Cape May, and also any specified guidelines and regulations required by the NJ Division of Fire Safety.

**II. SELF-MONITORING AND EXPOSURE REPORTING**

All staff and recruits/students must adhere to the regimen of self-monitoring. It is essential to recognize the signs and symptoms of COVID-19 as soon as possible and to respond appropriately. Staff and Recruits shall monitor and regularly check for

- Fever / Chills / shivering
- Cough
- Shortness of Breath
- Sore Throat / Loss of Smell / Loss of Taste
- Malaise / Muscle Pain
- Vomiting
- Diarrhea

Any staff or Recruit/Student exposed, or who believes that they have been exposed are to report this as soon as is reasonably possible, and in the interim **avoid** all contact with recruits/students and/or staff except to report.

## **IV. MINIZING EXPOSURE POTENTIAL**

Classes and assembly shall last for only the period of time that is absolutely necessary, but so as to not interfere with the goals of the subject matter. A wide variety of steps and processes are available to help minimize the potential for virus spread. Each of these shall be exercised regularly and where and when practical:

Prohibition – Academy staff and recruits/students are to be the only persons within any training area. All others are prohibited.

Self-Monitoring – All recruits/students and personnel shall self-monitor and report if and when they experience any symptom or symptoms.

Daily Evaluations – All instructors / students shall have a Fever and Symptom Check evaluation completed each day. All staff /Students shall have their temperature taken daily when reporting to work and shall report any symptoms or changes in health condition. (see attached form) Any visitors to the training facility shall have a Fever and Symptom Check evaluation form completed prior to access to the academy.

Social Distancing – All instructors / students shall be arranged in training sessions to be no closer than six feet (6') apart, training sessions shall be arranged to use all available space. All recruits entering the main academy training building must wear a mask. Social distancing practices shall be utilized during meals and breaks and recruits/staff congregating shall do so only under the 6' minimum distancing.

Group Minimization – Training sessions shall be broken into smaller groups and platoons of no more than 8 where and when practical.

Physical Barriers – Recruits/students will wear polo s or tee shirts if approved and long pants when possible. The wearing of face coverings (surgical masks or similar) shall be required in all training settings, and when practical in physical and practical training. All staff and personnel shall be properly instructed in donning and removing PPE.

Hygiene – Recruits/students and staff shall be aware of sound practices:

- Covering sneezes/coughs (arm)
- Hand-Washing minimum 20 seconds
- Use of hand sanitizer
- Refrain from touching face
- Refrain from shaking hands/hugging in a social manner

Cleanliness – Once any recruits/students have moved from the training area, all areas shall be sanitized to the fullest potential

- All hard surfaces shall be cleaned with an appropriate cleaner, and all sit times for cleaners shall be observed
- All lunch tables/chairs shall be disinfected as soon as the meal is completed.
- Garbage/trash/recyclables shall be removed to the dumpster or suitable area as soon as a class is finished at that location
- Any area where recruit physical evaluations are taking place shall be cleaned whenever possible between evaluations/candidates.
- Staff/recruits/students conducting any cleaning details outlined herein shall have made available to them: nitrile gloves, N-95 or similar, over suits such as tri-tuff or Tychem or Tyvek, and suitable cleaning materials
- Cleaning will be conducted on all items used by staff and recruits with Bioblast Disinfectant Fogger, spray disinfectant, disinfecting wipes

Emergency Medical – At any time as a recruit presents with an illness or injury, appropriate first-aid shall be rendered consistent with Academy guidelines. Any recruit or staff that present with syncope, shortness of breath or cardiac conditions shall be treated as possibly COVID infected and all appropriate precautions shall be taken including the use of gown, nitrile gloves, N-95 respirator and face/eye protection.

Sanitizers – Hand sanitizers shall be placed at generally inhabited areas and their use shall be encouraged.

Notification – Posters indicating sound hygiene procedures shall be placed at entrances, hallways and bathrooms and in training and assembly areas.

## V. CLASSROOM TRAINING

1. All Instructors / students shall follow the guidelines for “social distancing” unless it is not possible. No County instructor should become or remain in “close contact” with another instructor or student unless it is absolutely necessary. In instances where social distancing is not possible, Personal Protective Equipment, especially face coverings, shall be utilized.
2. According to the CDC, the wearing/usage of a cloth face covering/mask has been proven to help protect an individual from spreading the COVID-19 virus to others and in protecting against contracting the virus. For all County buildings, facilities and workspaces, every employee shall wear face coverings/masks **whenever “social distancing” is not possible** in all public and non-public areas. All instructors and students have two options in any facility, workplace, whether inside or outside, and any vehicle, by staying six feet apart or wearing a mask or cloth covering that effectively covers the mouth and nose.
3. High touch areas shall be cleaned and disinfected routinely in accordance with CDC guidelines, particularly in spaces accessible to staff and public. Following a known or potential exposure, the janitorial staff (or private contractor) will aggressively sanitize the affected building/work area on the day of the event. Usual cleaning procedures in all other areas shall be maintained accordingly.

## VI. PRACTICAL TRAINING

Social Distancing – All instructors / students shall be arranged in training sessions to be no closer than six feet (6’) apart, training sessions shall be arranged to use all available space. All recruits entering the main academy training building must wear a mask. Social distancing practices shall be utilized during meals and breaks and recruits/staff congregating shall do so only under the 6’ minimum distancing.

Group Minimization – Training sessions shall be broken into smaller groups and platoons of no more than 8 where and when practical.

Physical Barriers – When full PPE and SCBA are not necessary, Recruits/students will wear polo or tee shirts (if approved) and long pants. The wearing of face coverings (surgical masks or similar) shall be required in all training settings, and when practical in physical and practical training, in which 6ft separation is not possible. All staff and personnel shall be properly instructed in donning and removing PPE.

## **VII. PERSONAL PROTECTIVE EQUIPMENT**

### **1. General PPE Requirements for Staff and Students**

<b>Equipment</b>	<b>Required</b>	<b>Remarks</b>
Face covering/ Surgical mask	Yes	During all aspects of training/testing unless actively utilizing Self Contained Breathing Apparatus (SCBA) or during Physical Training (PT)
Gloves	Yes	During all aspects of training/testing which involve contact with training equipment.
Eye protection	Yes	During all aspects of training/testing outside of the classroom unless actively utilizing SCBA or during PT training.
Turnout gear	Yes	During all aspects of training/testing.

## **VII. INFECTION**

1. If an instructor **or recruit/student** begins to exhibit any symptom(s) associated with COVID-19, he/she shall immediately notify the instructor and Fire Marshal. This requirement shall apply regardless of whether the employee is working at the time the symptoms begin or not.

Any Instructor receiving information that an instructor or student is exhibiting potential symptoms of COVID-19 shall immediately notify the Fire Marshal who will immediately notify the Acting County Administrator, **the Director of Human Resources and the Director of the Department of Health** and implement established protocols for testing, isolation