

HEALTH & SAFETY PLAN



2020 – 2021

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Health and Safety Plan

Outlined in the following pages are guidelines for health and safety at all Coral Springs Regional Institute of Public Safety locations. Please note that communication and judgment are of utmost importance. Incidents may happen and sometimes can be prevented. This section will provide important information on how to keep our students, staff and visitors safe at CSRIPS.

Emergency Contacts

Emergency Phone Numbers: 911

Additional Numbers are:

- Poison Control: 1-800-222-1222
- Child Abuse Hotline: 1-800-422-4453

Health & Safety Team

Primary Contact: Division Chief Rob McGilloway

Backup Contact: Division Chief Mike Caldaro

Exposures/Contagions

First Responders run the risk of being exposed to different contagions. This section will explain the policies and processes in dealing with an exposure.

Definitions

- **Confirmed:** Currently, a confirmed case is a person with laboratory confirmation of infection, irrespective of clinical signs and symptoms.
- **Exposure:** Close contact for anyone exposures is defined as follows: a) being within approximately 6 feet (2 meters), of an infected person for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room); or b) having unprotected direct contact with infectious secretions or excretions of the patient.

Communication

Exposure Tracking

Students

Approximately 1 week prior to the start of class, students are provided a questionnaire in the MyCSRIPS system asking about their current health and possible exposure to an infected person. This information is tracked in the student record on the respective exposure tab.

Once a class begins, the instructors will conduct a check in prior to each class held at the facility. This information is tracked utilizing the Student COVID-19 Tracking sheet (Appendix B). This information will be collected and scanned to the Health and Safety Team for tracking.

Staff and Faculty

All City of Coral Springs personnel must complete the check in process and sign the check in form prior to reporting to the facility whether you are experiencing symptoms or not. Not completing this form may result in suspension of teaching. If you are lecturing or working from home, you do not need to complete the form. This form is sent to the Health and Safety Team daily. Please see Appendix B for a copy of the form.

Timeline of Notifications

Due to the nature of exposure(s) and possible impacts, anyone who has been exposed or diagnosed, has the moral obligation to notify CSRIPS immediately and will cease from reporting to the campus. Providing the required information is mandatory and will be reviewed by the Health and Safety Team. Any further warranted discussion will be initiated by a member of the Health and Safety Team. Examples include, testing positive for COVID-19, being in contact with (or living with) anyone who has recently tested positive for COVID-19, being tested by an employer and currently awaiting result's and/or scheduled to be tested for COVID-19.

Class Impacts

With the use of proper PPE, students and faculty have minimal risk in being exposed while in the CSRIPS facility. Should a student or faculty member receive a confirmed diagnosis, a notification will go to all students notifying them of a possible exposure. The students name or instructor name will not be provided. This notification will come from the Health & Safety Team.

If you are a confirmed diagnosis, you will be required to self-isolate for the recommended CDC guidelines. Depending on your class schedule and your symptoms, you may be able to continue with the lecture portion of classes. This will be handled on a case by case basis.

Returning to School Guidelines

If you have tested positive, you must be retested and receive 2 consecutive negative test results and be asymptomatic in order to return to school. The tests cannot be conducted within 24 hours of each other. Test results must be presented to the Health and Safety Team and the student must wait for a final approval to return.

If you have symptoms or known positive exposure but choose not to test, you will be removed from class.

Facility

Cleaning

The facility will be 'fogged' a minimum of three (3) times per week.

It is the responsibility of the instructors to disinfect the classrooms. The classrooms will be 'fogged' prior to each use and upon the conclusion of class.

In addition to the fogging of the classroom, instructors should be arriving a minimum of 30 minutes early to wipe down all desks and chairs prior to student arrival. At the end of class, the students will conduct the same activity.

Classroom set up

CSRIPS is following the CDC and local restrictions for social distancing. The required minimum 6-foot distance is implemented in the classroom environment.

Restrictions

- **Mask usage.** Students must wear their masks when inside the CSRIPS facility at all times. The only exception will be for a food and drink break or medical emergency.
- **Breakroom.** The downstairs breakroom is closed. The bay will be set up to adhere to the guidelines and cannot be altered. Students must use the bay for lunch and must adhere to the social distancing guidelines.
- **Restroom.** Only 2 students may use the restroom at any given time. If students are waiting to use the restroom, they must adhere to the 6-foot rule along the wall.
- **Water fountain.** The water fountain and refilling station will remain in use however students must adhere to the 6-foot rule along the wall.
- **Wash station.** A wash station has been set up adjacent to the ice machine on the fire grounds. Students using the wash station must adhere to the 6-foot rule while waiting.
- **iPads.** Retrieving and returning iPads is an Instructor responsibility until further notice.

Outdoor Mask Usage

Approved PPE Listing

- Surgical Mask – for use at CSRIPS facility
- N95/KN95 – while in CSRIPS uniform and off campus (public interaction)

As long as the students are outside and maintaining the suggested CDC guidelines for social distancing, no masks are required. Should the students come to a group to receive instruction and not be able to maintain the social distancing guidelines, both the students and the instructors must wear their masks.

During physical training, students must maintain the social distancing guidelines. Masks may not be needed. Instructors will inform the students accordingly.

Class Check In Times

Day	Instructor	Time
Monday	Firefighter I & II Day	7:45am
Monday	Paramedic Day	8:40am
Monday	Firefighter I & II Night	5:10pm
Monday	Paramedic Night	5:20pm
Tuesday	Firefighter I & II Day	7:45am
Tuesday	EMT Day	8:40am
Tuesday	Firefighter I & II Night P/T	5:10pm
Tuesday	EMT Night	5:40pm
Wednesday	Firefighter I & II Day	7:45am
Wednesday	Paramedic Day	8:40am
Wednesday	Firefighter I & II Night	5:10pm
Wednesday	Paramedic Night	5:20pm
Wednesday	EMT Night	5:40pm
Thursday	Firefighter I & II Day	7:45am
Thursday	EMT Day	8:40am
Thursday	Firefighter I & II Night P/T	5:10pm
Thursday	EMT Night	5:40pm
Friday	Firefighter I & II Day	7:45am
Friday	Paramedic Day	8:40am
Friday	Firefighter I & II Night	5:10pm
Saturday	Firefighter I & II Night P/T	7:45am
Saturday	Firefighter I & II Night	8:00am

Contagion Specifics

Depending on the contagion, this document will be modified to include an appendix specific to the crisis at hand and will then be rolled out to all stakeholders with any special messages.

Security

Campus Security

At both locations, the Coral Springs Regional Institute of Public Safety has a security system and procedures in place to cover all employees, students, and visitors. It is a badge access card system that is electronically controlled and monitored.

Student ID Badges

All students who are enrolled in classes at Coral Springs Regional Institute of Public Safety will be issued a security identification card which will allow access to the building and fire ground. The student is solely responsible for the safe keeping of this security card and it **MUST** be kept in their possession while attending the Coral Springs Regional Institute of Public Safety at all times (including ride times and clinical rotations).

Under any circumstances, no student shall share his/her security card with any other student; nor will any student loan their security card to any person not enrolled in a class at Coral Springs Regional Institute of Public Safety. Failure to follow any of these rules can result in dismissal from their perspective program.

If a student loses their security card, they must notify their instructor immediately. If their instructor is not available, they must contact the Coral Springs Regional Institute of Public Safety and speak to a member of the staff. Students who lose their security card shall pay \$15.00 to replace the card. Those students who fail to obtain a new card within a timely manner as directed by the Lead Instructor or staff shall be subject to demerits.

Visitor Badges

Any visitors that arrive at Coral Springs Regional Institute of Public Safety for day classes, building repairs, or meetings will sign in at the main lobby and will be issued a Visitors Day pass. Visitors will be escorted to their working location by a CSRIPS employee.

Should the Department of Health have declared a State of Emergency, additional precautions may be implemented.

Lock-down

In the event of an emergency on the CSRIPS property or property adjacent to CSRIPS, it may be necessary to perform a lock-down. Staff is to follow the instructions below.

- ___ Chief of Training will issue lock-down notification by announcing a warning over the P.A. system or by sending a message over the radio.
- ___ P.A. announcement may be a code word or Basic alert.
- ___ Direct all students, staff, and visitors into classrooms.
- ___ Lock classroom doors.
- ___ Cover windows of classrooms, including the window in the door.
- ___ Move all persons away from windows and doors.
- ___ The Deputy Chief and Fire Chief shall be notified as soon as safely possible.
- ___ No one outside of classroom until the Chief of Training gives an all-clear signal.

Bomb Threat

On receiving a message that a bomb has been planted in the school:

- ___ Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why is caller doing this.
- ___ Listen closely to caller's voice, speech patterns, and for background noises.
Document anything that you have heard even if you don't think it is important.
- ___ After hanging up, immediately hit the history button to track the call and write the number down.
- ___ Chief of Training determines whether a lock-down or evacuation is the appropriate course of action.
- ___ Chief of Training notifies 911 if on site. If Chief of Training is not on site, the person receiving the bomb threat shall call 911 and provide all information that they received.
- ___ Chief of Training must report incident to Fire Marshal and Deputy Chief.
If *lock-down* is ordered, use procedure in the lock-down section of this checklist.
If *evacuation* is ordered, follow these procedures:
- ___ Chief of Training alerts staff and students. Do not mention term "Bomb Threat."

- ___ Use standard fire drill procedures to evacuate school building(s) unless evacuating into the reported bomb location.
- ___ Direct students to take their belongings.
- ___ Students and staff must be evacuated to a safe distance away from the school.
- ___ The Chief of Training may move students to a primary relocation center, Station 71, if weather is inclement or the building is damaged.
- ___ No one should re-enter the building(s) until declared to be safe by fire or police personnel.

Visitor/Intruder/Hostage

Visitor: “An authorized person who enters school property.”

- ___ Politely greet intruder and identify yourself.
- ___ Ask the visitor for the purpose of his/her visit.
- ___ Inform person that all visitors must register at the main office.
- ___ If purpose is not legitimate, ask visitor to leave.
- ___ Accompany the visitor to the exit.

If the visitor refuses to leave, they are now classified as an intruder:

- ___ Seek safe shelter and call 911: try to remember: race, sex, height, weight, hair color and length, facial features such as mustache or beard, clothing type and color, accent or spoken language, weapon type and description.
- ___ Notify Chief of Training if possible and without compromising your safety.
- ___ Alert the rest of the staff and occupants of the situation through either a code or through the alarm system and initiate lock-down procedures.
- ___ Chief of Training will notify the Fire Chief when safely possible.

APPENDIX A – COVID-19 Specifics

Definitions

- **Confirmed:** Currently, a confirmed case is a person with laboratory confirmation of infection with the COVID-19 virus, irrespective of clinical signs and symptoms.
- **Exposure:** Close contact for student exposures is defined as follows: a) being within approximately 6 feet (2 meters), of a person with COVID-19 for a prolonged period of time (such as caring for or visiting the patient; or sitting within 6 feet of the patient in a healthcare waiting area or room); or b) having unprotected direct contact with infectious secretions or excretions of the patient.

Instructor Check-in Process

- Instructors must enter the building with a mask on. If you do not have one, please notify Chief McGilloway.
- There is a COVID-19 check in station on the 2nd floor just outside the elevator. Instructions are posted and all staff and instructors must follow the steps.
- Instructors must perform a temperature check on themselves prior to checking in students. This must be completed on the 2nd floor at the COVID-19 check in station.
- The student thermometer is located at the COVID-19 check in station on the 2nd floor. It is in a box on a lower shelf. DO NOT take the thermometer that is sitting on the top shelf. That is for staff and instructors.
- Because there are some days where there are back to back check ins, the first instructor will take the thermometer and the last instructor must return the thermometer back to the upstairs COVID-19 check in station.
- If you need masks for students, please see Chief McGilloway. He has the inventory.
- Temperature checks must be conducted at the gate prior to students entering the campus.
- If a student does not have a compliant mask, please issue a mask.
- Instructors should be monitoring the parking lot for compliance of mask and distancing.
- Please review the directives posted onsite. Students cannot be permitted on campus should their temperature read above 99.9.
- Lobby is closed to students.

Student Check-in Process

- Students must use common sense while in the parking lot and getting ready for class. Do not risk your health or the health of others and please maintain the social distancing guidelines.

- Students may not use the lobby entrance. Students must enter through the side gate.
- Student check in times are posted below.
- Students must line up on the sidewalk outside the gate and stand on the markings on the sidewalk.
- Students will complete a check in process at the gate which includes a temperature check and PPE check.
- Students are to proceed from the gate to their spot in formation. Mask is not to be removed.

Visitor Check-in Process

- During the COVID-19 State of Emergency, all external CSRIPS activities normally conducted at 4180 NW 120th Avenue will be suspended.
- During the COVID-19 State of Emergency, the lobby is closed.
- Any visitor coming to CSRIPS must be a scheduled visit.
- Visitors must sign in at the Lobby office and complete the health screening process which will be validated by the employee who is the point of contact for the visitor.

APPENDIX B – Check In Sheets

	Class			
	Date			
	Name	Temp	Cough	Sore Throat
1			Y / N	Y / N
2			Y / N	Y / N
3			Y / N	Y / N
4			Y / N	Y / N
5			Y / N	Y / N
6			Y / N	Y / N
7			Y / N	Y / N
8			Y / N	Y / N
9			Y / N	Y / N
10			Y / N	Y / N
11			Y / N	Y / N
12			Y / N	Y / N
13			Y / N	Y / N
14			Y / N	Y / N
15			Y / N	Y / N
16			Y / N	Y / N
17			Y / N	Y / N
18			Y / N	Y / N
19			Y / N	Y / N
20			Y / N	Y / N
21			Y / N	Y / N
22			Y / N	Y / N
23			Y / N	Y / N
24			Y / N	Y / N
25			Y / N	Y / N
26			Y / N	Y / N
27			Y / N	Y / N
28			Y / N	Y / N
29			Y / N	Y / N
30			Y / N	Y / N
31			Y / N	Y / N
32			Y / N	Y / N
33			Y / N	Y / N
34			Y / N	Y / N
35			Y / N	Y / N
36			Y / N	Y / N
	Instructor Signature:			

CSRIPS Daily Infection Control Check

Date	Temperature Check < 99.9	Cough, Sore Throat, SOB, Respiratory Issues, recent loss of smell or taste or Diarrhea? Do you have PPE? Have you been in contact with or living with anyone who has recently tested positive for covid19? Have you been tested by another place of employment and currently waiting results? Are you scheduled for a Covid-19 test today?	Individual Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

If an employee has a Temperature above 99.9 degrees F, contact Chief McGilloway and Chief Bator.

If an employee has any signs / symptoms of infection, contact Chief McGilloway and Chief Bator.

*****PLEASE TAKE ALL THE INFORMATION ABOVE SERIOUSLY AND MONITOR EACH OTHER DURING THIS OUTBREAK*****

Scan and Email this and place in the Daily infection check file