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FAIRFIELD FIRE DEPARTMENT  
TRAINING CENTER &  
FAIRFIELD REGIONAL FIRE SCHOOL  
COVID-19 POLICIES

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June, 2020

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# COVID-19 SUMMARY

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COVID-19 is thought to spread mainly through close contact from person to person. Some people without symptoms may be able to spread the virus. We are still learning about how the virus spreads and the severity of illness it causes.

## Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people not showing symptoms.

## The virus spreads easily between people

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.

The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenzas but not as efficiently as measles, which is highly contagious.

## The virus may be spread in other ways

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning how this virus spreads.

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# GENERAL POLICIES

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## *Our Goal*

It is our hope that together we can work together to prevent the spread of germs.'

## *Main Entrance*

While classes or meetings are being held the main entrance door may be chocked open to reduce the amount of times visitors need to touch the handles. When staff are working alone and no visitors are expected all doors will remain locked and visitors will need to call (203) 254-4708 to request entry. Temperature screening equipment will be available and utilized as needed.

## *Face Masks*

All employees, visitors, students, and instructors are required to wear protective facemasks to reduce exposure.

INSIDE THE FACILITY – facemasks are required when you are inside the building to minimize contact and increase separation. When possible, please take lunch breaks in the expanded outdoor picnic area.

OUTSIDE THE FACILITY – facemasks are required during drills, except when students are wearing SCBA or when they can distance greater than 6 feet apart.

## *Social Distancing*

Social distancing is encouraged whenever possible.

## *Safety Officers*

Until further notice, Fairfield Regional Fire School safety officers will be hired for all live burns at the posted rate of \$150 for the first four hours and \$30 an hour for each additional hour. FRFS safety officers are responsible for encouraging and enforcing social distance rules.

## *Age Restrictions*

People under the age of 16 and over the age of 70 are discouraged from participating in programs until further notice.

## Attendance

In order to reduce touching common surfaces we are moving toward electronic attendance protocols. Visitors, students and instructors will scan into each class using the posted QR code to record their attendance. When an electronic device is not available, we will have a paper option available and encourage visitors to use their own writing instrument. Attendance QR links are unique for each classroom and outside area. Using your smart phone camera, scan the appropriate QR code, at the top of the screen a website link to a google form should appear, click on it to open the form, complete and click submit. Once the code has been scanned you may step aside and take your time completing the form allowing others to approach the QR Code.

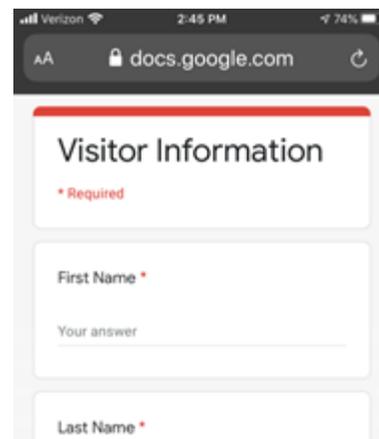
### **Step 1:** Scan QR CODE with smart device



### **Step 2:** Once the image is captured, click on the web link to open form



### **Step 3:** Complete Form and Submit.



A screenshot of a Google Form titled "Visitor Information". The form is displayed on a smartphone screen. The URL bar shows "docs.google.com". The form has a red header bar. Below the header, there is a section titled "Visitor Information" with a red asterisk and the word "Required" below it. There are two input fields: "First Name" and "Last Name", both with red asterisks. The "First Name" field has a placeholder text "Your answer".

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# STUDENT RESPONSIBILITIES

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*Students are required to:*

- All students/visitors must disclose if they are feeling sick, have a temperature, have been in contact with someone that has tested positive for COVID-19 or have any other symptoms
- Come to all classes/meetings with a face mask and wear it when social distancing of a minimum of 6 feet is not practical
- Wash their hands thoroughly after using the restroom and before meals
- Bring their own water bottles/coffee until further notice
- For practical evolutions students must bring their own set of Full Firefighting PPE including a spare bottle.
- Bring their own writing instrument and paper to classes.
- Sit in the rear of the building at picnic tables for snacks and meals
- Use hand sanitizer outside of classroom spaces upon entering and exiting

*Students may be asked to:*

- Have their temperature taken upon entering the building or practical area

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# INSTRUCTOR RESPONSIBILITIES

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*Instructors are required to:*

- Instructors must disclose if they are feeling sick, have a temperature, have been in contact with someone that has tested positive for COVID-19 or have any other symptoms
- Instructors are tasked with encouraging and enforcing social distancing in the classrooms and while participating in outdoor activities
- Come to all classes/meetings with a face mask and wear it when social distancing of a minimum of 6 feet is not practical
- Wash their hands thoroughly after using the restroom and before meals
- Bring their own water bottles/coffee until further notice
- For practical evolutions students must bring their own set of Full Firefighting PPE including a spare bottle.
- Bring their own writing instrument and paper to classes.
- Sit in the rear of the building at picnic tables for snacks and meals
- Use hand sanitizer outside of classroom spaces upon entering and exiting

*Instructors may be asked to:*

- Have their temperature taken upon entering the building or practical area

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# BUILDING RESTRICTONS

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## *Large Classroom - 102*

Large classroom can safely accommodate up to 30 students and 2 instructors while maintaining social distancing.

## *Small Classrooms – 111 & 112*

Each small classroom can safely accommodate up to 18 students and 1 instructor while maintaining social distancing.

## *Conference Room*

The conference room can safely accommodate up to 6 attendees

## *Restrooms*

Restrooms may be used on the far end of the building when the building and yard exceeds 25 people.

## *Multi-Purpose/Cafeteria*

Tabletops will be cleaned on a daily basis. All silverware, plates, and cups will be washed in the dishwasher if disposable is not used. **Group meals/buffets are prohibited** at this time (no donuts, bagels, etc.) All food must be individually packaged.

## *SCBA Compressor*

Only FRFS staff, instructors, or trained designees may fill bottles until further notice. Staff should be notified immediately of any warnings, problems or issues with the compressor and use should be discontinued immediately.

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# CLEANING POLICIES

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## *General Cleaning*

As always, the entire facility will be cleaned on Monday, Wednesday, and Friday evenings.

## *Doorknobs, tabletops, and other common surfaces*

Doorknobs, tabletops, and other common surfaces will be cleaned daily. In the event of extensive use, this may be done more frequently.

## *Disinfectant Sprayer*

Staff members will frequently clean the air and surfaces with a sprayer as needed between uses.

## *Personal Workspace*

Personal workspace for employees such as computer keyboards, desk surfaces, and phones should be cleaned at the beginning and end of each shift.

## *Hand Sanitizer*

Bottles of hand sanitizer will be stationed outside each of the classrooms and multi-purpose room for student, guest, staff, and instructor use upon entering and exiting.

## *Restrooms*

Restrooms are equipped with motion sensors on the sinks, toilets, and hand dryers. A spray bottle of disinfectant and a toilet brush are available in each restroom for anyone that cares to use them. Please distance yourself from others using the facilities and minimize touching of shared surfaces.

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# A FINAL NOTE

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## *Thank you for your cooperation*

First, we would like to thank all the frontline workers that have assisted with the COVID-19 response so far. Without our first responders, health care workers, grocery store clerks, pharmacists, etc. things could have been much worse for all of us. Take a moment to appreciate what other have done for you and show your appreciation by respecting the face mask, social distancing, and hand washing recommendations from the CDC.

During these uncertain times, the Town of Fairfield, Fairfield Fire Department, and Fairfield Regional Fire School want to thank you for your patience as we begin to re-open. It is imperative that we remember to be patient, kind, and understanding to one another during this stressful time. We are all facing new challenges and regulations are changing daily. It is our goal to serve you as best we can within the parameters set forth by the federal, state, and local government.

We want to thank you for your support during these unprecedented times. Together we will stand together and face our new reality, while working toward a brighter, healthier future.