

HRCJTA COVID 19 Policy Memo 2021-1 June 1, 2021

This standard adopted in accordance with §40.1-22(6a) of the Code of Virginia shall apply to every employer, employee, and place of employment in the Commonwealth of Virginia within the jurisdiction of the VOSH program as described in §§16VAC25-60-20 and 16VAC25-60-30.

Classifications:

“Hazards and job tasks have been divided into four risk exposure levels: “very high”, “high”, “medium”, and “lower”:

The HRCJTA is considered an “on campus educational settings in schools, colleges, and universities”, and classified as “**Medium**” exposure risk hazard.

The HRCJTA office staff have minimal occupational contact with other employees, other persons, or the general public, and have private offices. Office staff are classified as “**Lower Risk**”.

Exposures:

If the HRCJTA has a reported exposure the Executive Director **must be** notified. The HRCJTA student’s agency must notify the HRCJTA staff to ensure appropriate measures are taken. It shall be the student’s primary employer’s obligation to make the appropriate notifications to the Virginia Department of health, and the Virginia Department of labor.

All efforts will be made to protect the student’s privacy. The diagnosed student’s name shall never be released, except to an appropriate authority with the students employing agency.

Return to Work:

The employer shall develop and implement policies and procedures for known or suspected to be infected with the SARS-CoV-2 virus employees to return to work using either a symptom-based or test-based strategy, depending on local healthcare and testing circumstances.

The HRCJTA shall utilize the symptom based strategy:

For known or suspected to be infected with the SARS-CoV-2 virus employees the symptom-based strategy excludes an employee from returning to work until at least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 10 days have passed since symptoms first appeared.

HRCJTA Specific COVID 19 Procedures:

Students:

- Students are met in morning (basic and in-service). Students are advised of HRCJTA policy: **All students must wear face covering unless vaccinated for the COVID 19 virus. If vaccinated the wearing of face coverings is optional. The HRCJTA does not require proof of vaccination, the “honor system” is utilized.**
- P.T.- Should be done at the end of day and done outside weather permitting. (Students shall make every attempt to “social distance” after performing P.T.)
- Adjunct and staff Instructors shall wear face coverings, unless vaccinated.
- Students must keep face coverings in place, in classroom, unless recognized by an instructor to ask a question. The student can remove face covering to ask the question then replace the face covering (basic and in-service). Unless vaccinated.
- Disinfection- Three times daily (0700 first thing in am, 1200 after lunch break, 1545 end day closing duties). **Minimum.** (basic only).
- Mandatory hand washing- Three times daily (0700 first thing in am, 1200 after lunch break, 1545 end day closing duties). **Minimum.** (basic and in-service).
- Practical training procedures (Basic Classes Only):

Driving:

- One person in vehicle, if an Instructor is in vehicle both must wear face coverings unless vaccinated.
- When outside students/instructors must maintain social distancing of 6 feet or wear face coverings unless vaccinated.
- Sharing of vehicle- Must be disinfected prior to new driver taking possession of vehicle.
- Adjunct and staff Instructors should wear face coverings unless vaccinated.
- Mandatory hand washing- Three times daily (0700 first thing in am, 1200 after lunch break, 1545 end day closing duties). **Minimum.**

Firearms:

- Outside must maintain social distancing of 6 feet or wear face coverings unless vaccinated.
- Sharing of weapons (shotgun)- Must be disinfected prior to new shooter taking possession of weapon.
- Adjunct and staff Instructors shall wear face coverings unless vaccinated.
- Mandatory hand washing- Three times daily (0700 first thing in am, 1200 after lunch break, 1545 end day closing duties). **Minimum.**

Arrest Control/D.T.:

- Students must wear face coverings unless vaccinated.
- Sharing of Props (weapons/striking shields)- Must be disinfected prior to new student taking possession of props.
- Students may work with a variety of training partners. If the student voices a concern with this practice, HRCJTA staff shall make a reasonable accommodation for the student whenever possible.
- Instructors should not use students for demonstrations, unless necessary as an instructional tool (Prior to working with a second student the instructor must wash hands).
- Mats should be cleaned every morning, after lunch, and at the end of the day.
- Adjunct and staff Instructors shall wear face coverings unless vaccinated.
- Mandatory hand washing- Three times daily (0700 first thing in am, 1200 after lunch break, 1545 end day closing duties. *Minimum.*

Staff:

- Staff must wear Masks/face coverings anytime in public area out of office, optional to wear if in office. If vaccinated face coverings are optional.
- If Closed/Locked door to private office space- No entry without proper face covering both HRCJTA employee and visitor/instructor unless vaccinated. The employee may ask other employees to wear a mask/face covering, regardless of vaccination, prior to entering a private office.
- Adjunct and staff Instructors should wear face coverings unless vaccinated.

Visitors:

- Main Entrance locked.
- Staff shall meet visitors at door and advise of HRCJTA policy: **All students/visitors must wear face covering unless vaccinated for the COVID 19 virus. If vaccinated the wearing of face coverings is optional. The HRCJTA does not require proof of vaccination, the “honor system” is utilized.**
- Ensure visitor has proper face covering unless vaccinated.