



Crater Criminal Justice Training Academy  
6130 County Drive  
Disputanta, Virginia 23842

Jon J. Cliborne  
Executive Director

(804) 722-9742  
Fax (804) 722-9574

**TO:** CCJTA Staff

**FROM:** Jon Cliborne  
Executive Director

**DATE:** June 26, 2020

**RE:** COVID-19 – Safety and Health Protocols Academy Guidance

**CC:** CCJTA Recruits, Students, Agencies

---

As a result of the current COVID-19 pandemic situation, the CCJTA Staff has implemented increased safety and sanitation protocols to help protect the safety and health of all students and staff as we prepare to move forward with operations.

Training has been taking place, on an altered schedule. Beginning on July 13, 2020 we will begin more of a 'full-time' training regimen with the 95<sup>th</sup> Basic Law Enforcement Academy class, as well as in-service classes. The return to basic training with the BLE will be followed by the start of the 97<sup>th</sup> Basic Jailor Academy on September 21<sup>st</sup>, 2020. Therefore, our facilities will be occupied by many individuals in comparison to the last several months.

The purpose of this document is to communicate safety protocols and to convey expectations of all persons involved in the delivery of training.

Adjustments to any, or all of these plans or protocols, will be made as necessary in order to comply with new or updated guidelines/orders issued by the Center for Disease Control and Prevention (CDC), through a Governor's Executive Order, or as deemed necessary by the CCJTA Academy Executive Director or the CCJTA Board of Directors.

## **CDC Guidance**

The Center for Disease Control and Prevention (CDC) offers guidance on how to protect oneself and others from the COVID-19 virus.

This guidance includes:

- Knowing how the virus spreads.
- Frequent hand washing/sanitation.
- Avoiding touching one's eyes, nose or mouth with unwashed/un-sanitized hands.
- Avoiding close contact with other people.
- Covering one's mouth and nose with a cloth cover when around others.
- Covering coughs and sneezes using a tissue or the inside of one's elbow.
- The frequent cleaning and disinfecting of regularly touched surfaces.

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

In addition, the CDC recommends an awareness of COVID-19 symptoms and the constant self-monitoring signs of illness. Symptoms may appear 2 to 14 days following exposure to the virus, and may vary from mild to severe.

Symptoms include:

- Cough
- Shortness of breath
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of sense of taste or smell

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

The following are emergency warning signs and symptoms of COVID-19 that may suggest the need for urgent medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be awakened
- Bluish lips or face

### **CCJTA Implementation of Best Practices/Safety Protocols:**

In consideration of the above information, the following best practices and protocols will be implemented in an attempt to mitigate the risk of spreading or contracting the COVID-19 virus; it is understood that CCJTA cannot eliminate the risks associated with COVID-19 completely.

The COVID-19 virus is thought to be spread mainly from person to person through respiratory droplets produced when a person coughs, sneezes, or talks. Recent studies have suggested that the virus may be spread by people not showing any symptoms of illness.

As such, CCJTA recommends that all students and staff treat all interactions with others as a potential asymptomatic carrier of the virus and follow the CDC guidelines.

### **Entry into Building / Offices**

**ALL** persons requesting entry into the building **MUST** have a face covering to enter and will have their temperature taken upon entering the building. After having their temperature checked; they must display the 'checked in' sticker while at the Academy. Personnel will have their temperature taken again when they return to the Academy after lunch.

They will be given a sticker to indicate that they have been checked in and will be required to wear this sticker all day. **Anyone that registers a temperature of 100.4° or higher will be DENIED entry to the class and will be required to leave the building. CCJTA staff will notify their agency.**

To help expedite the process of building entry and comply with social distancing guidelines at the front door, the following entry guide lines will be observed:

- **Basic Recruits (BLE & BJA):** Entry will be through the break/lunch room door on the side of the building where they will be met by their class coordinator to have their temperature taken and given a check-in sticker. ALL recruits **MUST** have their face covering with them to gain entry. **Any recruit that registers a temperature of 100.4° or higher will be DENIED entry to the class and will be required to leave the building. CCJTA staff will notify their agency.**
- **In-Service attendees, instructors and visitors:** Entry will be through the front door, where they will be greeted by CCJTA staff and given instructions. **ALL** persons requesting entry into the building **MUST** have a face covering to enter. Entry will be done one person at a time following instructions given by the CCJTA staff member. Upon entry, a CCJTA staff member will take their temperature and be given a sticker to indicate that they have been checked in and will be required to wear this sticker all day during training.

**Anyone that registers a temperature of 100.4° or higher will be DENIED entry to the class and will be required to leave the building. CCJTA staff will notify their agency.**

Any closed door (or the glass window at the front office) – no entry (or opening of window) without proper face coverings for both CCJTA employee and visitor/instructor.

Similarly an employee in an office (or class working in classroom) working alone or 'socially distanced' and has the door closed, the person requesting entry should knock and request permission to enter; allowing for the staff member to apply a face covering.

### **Face Coverings-(when to use)**

**The wearing of a face covering in the building and classrooms will be mandatory at all time for all personnel.** Seating arrangements in classrooms will be handled in such a manner that required distancing is maintained whenever possible.

The only exception to the use of face coverings will be when individual(s) are working or the seating arrangements are in such a manner that adequate social distancing can be maintained. *The use of face coverings is always permitted by the individual in these circumstances.*

If the use of the face covering is optional in the class/office space; individuals must use extra precautions **for additional protection when leaving the class room for any reason (rest room, break room, hallway, etc.).**

### **Face Coverings-(how provided)**

**ALL** basic students, in-service attendees and civilian students/visitors will be required to bring their own masks to the Academy for use while attending class.

The preference is for cloth face coverings. It is recommended that cloth masks are washed (at least) every weekend and allowed to air dry overnight.

Individuals should follow the CDC guidance for the use/reuse of paper or disposable face coverings. A 'limited' supply of single use 'blue medical masks' will be kept for visitors/vendors who arrive at the Academy without the proper covering.

A face covering is defined as covering both the nose and mouth. Face coverings ideally should be plain and unadorned. They should be approved for use and wear at your agency for a 'on duty' status. They should not be distasteful, derogatory or political.

### **Self-Monitoring**

Self-monitoring for signs of illness is essential for the safe delivery of this training. Individuals displaying any symptoms of illness must remove themselves from training and report their illness to their supervisor immediately. Emergency personnel will be contacted in response to individuals displaying warning signs or symptoms.

### **Self-Reporting**

Individuals who receive a notification of a positive test for COVID-19 within two weeks of their attendance at the Academy are requested to 'self-report' this information to the Academy's Executive Director. Identifying information about the individual will not be disseminated; the information will only be used in contact tracing and notification (if needed) of others that were in proximity to the Individual while at the Academy.

### **Hand Washing/Sanitation**

Hands should be washed with soap and water for at least 20 seconds. If handwashing is unavailable, a hand sanitizer that contains a concentration of alcohol of 60% or greater should be used, rubbing hands until dry.

Students and staff will be encouraged to wash or sanitize their hands frequently throughout the day, especially after touching any exposed hard surface, such as door knobs and light switches. Staff will continually emphasize the use of provided sanitation supplies.

Cleaning and sanitation supplies are available in each classroom.

### **Social Distancing**

During all on-site events, CCJTA Staff will strive to maintain social distancing of at least six feet in accordance with state and federal guidance, whenever practical.

Most training events have been carefully designed to ensure this distance can be observed. Face coverings will be required and extra precautions will be observed when training events require contact closer than six feet.

Students and staff will be required to practice self-discipline and awareness at all times in order to avoid personal contact and maintain the required social distancing.

All students and staff are strongly advised to maintain social distancing practices when not present at the Academy to further prevent contamination.

### **Sanitation/Disinfection - Training Venues**

CCJTA staff, along with janitorial staff will work continually to ensure that all areas of the Academy remain safe through the implementation of daily cleaning, sanitizing, and disinfecting schedules.

Basic Academy recruits, as well as in-service attendees will be required to assist in this endeavor by individually ensuring that the routine cleaning and sanitation of various areas and equipment is accomplished. Cleaning and sanitation supplies will be made available. Students and staff will be required to wipe down desks, tables, and other equipment before and after each training event.

### **Sanitation/Disinfection – Equipment & Supplies**

When students and staff are issued equipment and gear for use during training, students and staff will be responsible for the care, maintenance, and sanitizing of this equipment under the same guidelines.

### **Shared Equipment – Sanitation/Disinfection**

Students or staff should not borrow or loan equipment to or from another person unless absolutely necessary, to include pens, safety gear, etc.

If it is necessary to share equipment, the equipment should be thoroughly sanitized and disinfected prior to transfer and again upon its return.

### **Hallways / Doorways**

Students and staff should avoid close contact in hallways. **Congregating in hallways, or otherwise hindering the free flow of persons and/or equipment, is prohibited.**

Individuals should walk next to the walls to their right when moving about to provide the appropriate amount of distance when meeting others.

Break times will be scheduled at different times to help adhere to social distancing and to prevent overcrowding.

When possible, doors should remain open to limit touching/contact.

### **Classrooms**

All classroom activities will be set up to allow for appropriate social distancing whenever practical.

## **Break room / Lunch Room**

Tables and chairs will be arranged to allow for social distancing during break times and lunch, and will be properly cleaned in between use by students/attendees.

Break times and lunch breaks for the BJA and BLE will be staggered to help adhere to social distancing and to prevent overcrowding.

## **Practical Skills Training**

- **Driving**
  - In 'close contact' of being in the vehicle; Recruit(s) and Instructor(s) in vehicle – MUST wear face covering
  - Outdoor training MUST maintain social distancing of 6 feet or wear face covering when social distancing is not possible
  - Indoor training MUST maintain social distancing of 6 feet or wear face covering when social distancing is not possible
  - Sharing of vehicle – MUST be disinfected/wiped down prior to new driver taking possession of vehicle
  - Sharing of helmets (if needed) – MUST be disinfected/wiped down prior to new student taking possession of equipment
  - Handwashing should be done frequently throughout the training
  
- **Firearms**
  - Outdoor training MUST maintain social distancing of 6 feet or wear face covering when social distancing is not possible
  - Indoor training MUST maintain social distancing of 6 feet or wear face covering when social distancing is not possible
  - Recruits on "stand-by" should wear face coverings as social distancing is not an option in the space under the shelter / metal classroom building and they should be observing the group on the line
  - Sharing of weapons – MUST be disinfected/wiped down prior to new student taking possession of equipment
  - Handwashing should be done frequently throughout the training, staying within the guidelines/rules of the range training
  
- **Defensive Tactics**
  - Outside MUST maintain social distancing of 6 feet or wear face covering when social distancing is not possible
  - Sharing props (weapons/striking pads) – MUST be disinfected prior to new student taking possession of props
  - Students should limit their contact with others by staying with the same training partner for the entire training session unless not practical
  - 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 and use sanitizer)
  - Mats will be mopped with disinfecting solution after lunch before starting the afternoon training session and again at the end of each day
  - Sharing of equipment – MUST be disinfected/wiped down prior to new student taking possession of weapon
  - Handwashing should be done frequently throughout the training

## **Staff**

CCJTA staff will be enforcing entry guidelines and taking the temperatures of ALL persons requesting entry into the facility.

In addition, they will be monitoring all activity in the facility to ensure COVID-19 Safety and Health Protocols are being followed.

In this document where 'cleaning' is referenced (of mats, equipment etc.) This cleaning will be performed and/or supervised by Academy Staff to ensure it is done with the proper cleaning agents and performed consistently.

Anyone that is not in compliance with the guidelines contained herein will be asked to leave training. Anyone who is asked to leave training or any issues with the implementation of this procedure will be reported to the Chief, Sheriff or Agency Administrator by the Academy Executive Director, or their designee.

## **Correspondence**

All correspondence sent out concerning training that we are hosting, coordinating, or overseeing must contain the following language:

**In regards to COVID-19 safeguards during training, when possible, social distancing of six feet will be maintained at all times. ALL attendees are required to have their own face covering and keep it with them at all times. ALL attendees will have their temperature taken upon entering the building and will be given a sticker to indicate that they have been checked in. They will be required to wear this sticker all day during training. Anyone that registers a temperature of 100.4° or higher will be DENIED entry to the class and will be required to leave the building. CCJTA staff will notify their agency. Although seating arrangements will comply with social distancing guidelines. The wearing of a face covering in the building will be mandatory when moving about the building outside of the class room (front office area, hallway, rest room, break room, etc.). While at the Academy, attendees will be requested to make frequent use of hand sanitizing items. Additional information will be provided during class orientations.**

## **Closing**

We are being faced with unprecedented times, and as such, I ask for your patience and cooperation as we work to provide the very best training while also doing so safely. If you have any questions or concerns please contact me at [jcliborne@ccjta.org](mailto:jcliborne@ccjta.org) or 804-720-7901. Thank you.