



West Virginia Department of Education
Public Service Training
-Wheeling Office-

COVID-19 - Pandemic Interim Guidelines Regarding Resuming Classes

At the direction of the West Virginia Department of Education on 5/5/2020, West Virginia Public Service Training classes have been authorized to resume, with the expectation that CDC guidelines, the Governor's Safer at Home Guidelines, and any county specific guidelines for those counties still considered "hot spots" are followed. Given this direction from WVDE, it is now pertinent to put such a plan in place for resumption of WVPST – Wheeling classes and activities. Our goal at this point in time is to provide for the safety and well-being of our staff and students, while gradually resuming offering the high quality of educational programming we strive for. The following interim guidelines for reopening are designed to meet those goals:

1. Any class that was suspended due to the COVID-19 pandemic may begin to resume under the following guidelines:
 - a. Classes that are successfully using an online medium are encouraged to continue to do so for didactic material, and hold in person sessions for practical skills only following the guidelines below. Classes that are not utilizing an online medium for didactic material can resume in person meetings following the rest of the guidelines below.
 - b. The total amount of people within a physical location at any one time is not to exceed the Governor's Safer at Home Guidelines or the guidelines of any county health department. In "hot spot" counties, no more than 5 persons are to be present at a physical location at any one time.
 - c. ALL students and instructor(s) WILL wear a face covering when in the same physical location, which will at a minimum be a cloth face mask following the CDC guidelines found here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 - d. Classroom space must be large enough to allow sufficient social distancing (6 feet minimum) between students and instructor(s) at all times not engaged in hands on skills.
 - e. When holding practical skill sessions, instructors should work to schedule this to keep minimum numbers of persons present at any given time. For example, schedule students on a rotation of when to come for skills practice as opposed to having a larger group present the entire time.
 - f. As much as possible, a student to manikin/equipment ratio of 1:1 will be maintained, with the manikin/equipment being properly disinfected between students.
 - g. If a practical skill requires more than 1 student to be involved at a time (for example spine boarding), the equipment must be properly disinfected before the next group of students would arrive to begin practicals.
 - h. Whenever possible, to reduce exposures, in performing skills practice, a manikin should be utilized as opposed to a live person. For example, spine board a manikin and not a

- real person, or perform patient assessments on a simulator or manikin as opposed to a live standardized patient.
- i. If multiple groups of students will be coming at intervals for practical skills, enough time must be allotted between groups to allow for the classroom space and equipment to be properly disinfected between groups.
 - j. Students and instructor(s) shall wash hands or utilize an appropriate alcohol based hand sanitizer both before and after performing practical skills.
2. ALL new classes being considered or requested are to be discussed with the PST Coordinator or Specialist prior to scheduling. These MUST have the approval of the PST office, even if being taught to a small group in house.
 3. Given that the home office for WVPST Wheeling is located in WVNCC Wheeling campus and the building is not open. We ask all instructors and students to adhere to the following:
 - a. Any instructor needing to pick up or drop off something from the office should contact us in advance to schedule this. Please refrain from just “dropping by” until further notice.
 - b. Any student needing to take an exam should contact us to schedule in advance.
 - c. Instructors and students scheduled to come by the office are NOT to be accompanied by anyone else. If someone drives a student to test, they are to remain outside and/or in the car and not accompany the student into the office building.
 - d. Any student coming to test should wear an appropriate face covering, at a minimum a cloth face mask as per CDC guidelines found here:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 4. In order to still decrease social contacts, we are still recommending that as much class paperwork as possible be scanned and emailed to us, or if unable to do so, mailed to us.
 5. ALL students and instructors should continue to follow current CDC guidelines for hand hygiene, social distancing, and other steps that are key to preventing illness. These guidelines can be found at www.cdc.gov.
 6. In the interest of continuing to slow and eliminate the spread of the virus, NO student who is observed or self-reports having symptoms of illness and/or fever, or who self-reports potential or confirmed exposure to a COVID positive person, should be allowed to attend class. Send them home and advise them we will work out a plan for make-up work as necessary. Keep a confidential record of who the student is, date this occurred, etc.
 7. WVPST classes take place in a variety of classroom and clinical settings. Instructors need to ensure, to the extent that they can control, that classroom and clinical spaces are routinely and properly cleaned. If there is a concern with this, or additional support is needed to ensure this, contact us at the WVPST office.

8. Any instructor who is experiencing symptoms of illness and/or has a fever, should notify PST staff as soon as possible so that either a substitute instructor can be arranged, or so that class can be postponed to a later date when it is safer to conduct.
9. We continue to encourage all of our instructors to limit any non-essential travel, even within the state. In the event that an instructor, or student, does travel somewhere, or experiences a potential job or response related exposure to COVID-19, we need to be notified of that as soon as possible so that we can adjust course plans as needed.
10. ALL instructors teaching need to continue to maintain an up to date list of students in class, along with valid email addresses to contact those students. This will help ensure timely delivery of pertinent information to students as any changes come about.
11. All equipment, whether loaned from the training center, from instructor's personal gear, or from a class host agency, **MUST** be properly disinfected after each use and before returning.
12. ALL instructors teaching any type of CPR class **will** adhere to the additional guidelines below:
 - a. Those instructors not employed through WVPST but teaching CPR/First aid through their employer/agency should follow their directions for whether or not to hold CPR/First Aid classes. However, as the AHA and ECSI Training Center, we do require that ALL CPR/First Aid instructors follow the guidelines set in B through F below, as well as those discussed above in this document.
 - b. Students **MUST** wash hands before and after practice on a manikin, or when utilizing other equipment as part of in class practice.
 - c. Manikins should be disinfected per the CDC and AHA guidelines (see AHA statement on this here: https://ahainstructornetwork.americanheart.org/idc/groups/ahaecc-public/@wcm/@ecc/documents/downloadable/ucm_505799.pdf)
 - d. Each student must have their own practice pocket mask. Face shields are not an acceptable alternative at this time. Options for pocket masks are as follows:
 - i. A brand new pocket mask. We can provide this for classes where equipment is coordinated through the training center.
 - ii. A practice pocket mask that has been cleaned prior to use, along with an individually wrapped one-way valve. At the conclusion of class, the one-way valves should be discarded to the trash, and all practice pocket masks should be disinfected following the CDC recommendations below:

“For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or

any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water”

- e. Standard student/manikin ratios can be utilized, however, the manikin lungs must be changed out between each student, and the manikin disinfected following AHA/ECSI guidelines.
- f. Due to the increased costs to ensure these hygiene standards are met, all CPR/First Aid course fees will at least temporarily increase by \$5 per student over the usual rates.

13. In the event an individual requires a more urgent CPR or CPR/First Aid certification card for job requirements, continue to offer them the option to do a blended learning course through the AHA (does have an additional fee to the student). By taking the online portion at AHA eLearning, they receive a completion certificate. They then bring you that completion certificate, you complete a skills practice session with them, and then turn in to the training center the normal paperwork along with copy of their online completion certificate. This option keeps social contacts to a smaller level. Contact us here at the training center if you need more guidance on this.

As the Governor’s reopening plan for the state has indicated, things could revert back to stricter guidelines if a resurgence in COVID-19 cases occurs. As such, we continue to ask that all of our instructors and students remain flexible, remain vigilant in protecting your own health, and remain prepared. As a training agency educating front line responders, we want to continue to be a part of the solution and not a contributor to the problem. As additional information becomes available, and as other changes to our operations here in Public Service Training evolve, we will communicate that as quickly as possible. If you have specific questions or concerns not addressed here, please contact us via our phone numbers listed below, or via our emails. Thanks for all that you continue to do!

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