



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

Interim Guidelines Regarding COVID-19 Pandemic

In light of the international COVID-19 outbreak, we feel it is prudent at this time to issue some interim guidance to our instructors. COVID-19 will likely continue to cause disruptions in our normal way of life. As an educational institute our goal is to continue to offer a high quality of educational programming, with minimal disruptions, however, we continue to monitor things as they evolve daily. We certainly strive to ensure the health and safety of our instructors and students, and are issuing the following interim guidelines in support of that. These policies are to be followed until further notice.

If local departments or locations still want to do their training/testing, it can continue as scheduled – however, please follow any safety protocols that are necessary when performing training. If a department does not want to conduct training, that is entirely up to them to decide.

Instructors can also make a personal decision to cancel training. Any instructor who personally does not feel comfortable holding class at this time has the authority to cancel.

Instructors must use good judgement and follow procedures for good hygiene. Please note the particular items below. These are not optional. If these guidelines can't be followed the training should be canceled.

1. At the direction of EPIC and WV Dept of Education, as things stand today, **currently scheduled PST classes will be allowed to continue as planned** (following the additional guidelines listed below). **Our office is suspending scheduling of any new classes** until we see how this unfolds and/or receive further direction from EPIC/WVDE.
2. Given that this situation may change rapidly, we are recommending that as much class paperwork as possible be scanned and emailed to us, as opposed to dropping off in person or mailing. This will allow us to try to continue to promptly process courses, and will reduce all of our contacts with others to a necessary minimum.
3. We urge ALL students and instructors to follow the CDC guidelines for hand hygiene and other steps that are key to preventing illness. These guidelines can be found at:
https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html
4. In the interest of slowing the spread of the virus, effective immediately, no student who is observed to have symptoms of respiratory illness and/or fever 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.

5. 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.
 - Keep distance between students - at least 3 feet, preferably 6 feet.
 - Encourage hand washing and good hygiene.
 - Sanitize any equipment before each use, and between uses by students.
 - BSI protocols should be taken seriously and perhaps expanded depending on the situation. Gloves should be worn for all EMS skills.

6. Any instructor who is experiencing symptoms of respiratory 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.

7. ALL instructors teaching current classes, and/or starting classes soon, need to be sure to acquire and 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 becomes needed. If any student chooses not to attend because of coronavirus concerns the instructor will work with the student to make up work missed.

8. All equipment, whether loaned from the training center, from instructor's personal gear, or from a class host agency, **MUST** be properly disinfected. This is especially true for things like SCBA masks and regulators, and anything touched by bare hands or that may have been exposed to any body fluids.

9. ALL instructors teaching any type of CPR class **will** follow these guidelines:
 - a. Only CPR/First aid classes that are already scheduled should be taught until this situation stabilizes. Outside of that, new classes should be postponed. 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 Training Center, we do require that you follow the guidelines below.
 - 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. A separate manikin will be provided for each student.
 - f. The manikin lungs must be changed out between each student, and the manikin disinfected following AHA guidelines.
 - g. Manikins should be spaced at least 3 feet apart.
10. In the event an individual requires a more urgent CPR or CPR/First Aid certification card for job requirements, consider offering 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 if you need more guidance on this.

This will no doubt remain a fluid situation over the next several weeks and months ahead. We ask that all of our instructors and students remain flexible, remain vigilant in protecting your own health, and remain prepared, but not panicked. As new information becomes available, and as any changes become necessary to our operations here in Public Service Training, we will communicate that as quickly as possible. If you have specific questions or concerns not addressed here, please contact me.

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