



# Operations Plan

## Covid-19 Restart Plan

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Revised October 15, 2020

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Revised May 21, 2021

Revised August 9, 2021

**Darin Beck**  
**Executive Director**

**KU** KANSAS LAW  
ENFORCEMENT  
TRAINING CENTER  
The University of Kansas

## PLAN OBJECTIVES

This plan is promulgated in accordance with KSA 74-5603(c) and the authority vested with the Executive Director by the Chancellor of the University of Kansas.

Recognizing the unique role that the Kansas Law Enforcement Training Center plays in the availability of first responders throughout the state, this plan balances the critical need for law enforcement agencies to fill vacant positions with the necessity to ensure measures are taken to not place students, staff or the public at undue risk to spreading the COVID-19 virus.

This plan provides a coordinated and safe response to the COVID-19 virus by the Kansas Law Enforcement Training Center (KLETC).

## SCHEDULE OF EVENTS

August 9 285<sup>th</sup> Basic Training Class graduation  
August 12 Foundations in Resiliency for First Responders  
August 18 Confidential Source Management  
August 20 Basic Internet Investigations  
August 27 Drug Conspiracy Investigations  
August 30 286<sup>th</sup> Basic Training Class starts  
August 31 Financial Investigations  
September 13 Officer De-Escalation Techniques  
September 14 Investigations Unit Leadership Development  
September 20 287<sup>th</sup> Basic Training Class graduation  
September 22 Crime Scene Photography  
September 23 Practical Report Writing for the Line Officer  
September 27 Science Based Interview and Interrogation  
September 28 Field Training Officer Management Course  
October 4 Kansas Lethal Weapon Course  
October 4 Bolt Action Sniper Rifle Armorer Course  
October 5 AR-15/M4/M16 Rifle Armorer Course  
October 7 Law Enforcement Shotgun Armorer Course  
October 11 288<sup>th</sup> Basic Training Class starts

## **GENERAL INSTRUCTIONS**

This plan will remain in effect at the discretion of the Executive Director.

KLETC leadership team will ensure that all recommendations and requirements for use of Personal Protective Equipment (PPE), social distancing and personal hygiene are implemented to fullest extent possible.

Staff will be given specific instructions on the procedures for and use of PPE. KLETC will, to the extent possible, provide PPE for all employees.

No staff, students or visitors will be admitted to campus facilities, or allowed to remain in campus facilities, who are ill or appear to be ill. KLETC staff who are ill will be prevented from coming to work until such time they do not pose a danger of infection. KLETC staff will help students who become ill with finding alternative housing (dormitory space) or returning home until such time they do not pose a danger of infection. KLETC will utilize the COVID-specific symptoms list identified by the Centers for Diseases Control (CDC) (included in COVID-19 Medical Plan section).

Cleaning and disinfecting procedures will be implemented across the campus that are consistent with recommendations from the CDC, the Kansas Department of Health and Environment (KDHE), or Reno County Health Department.

To the extent possible, hand sanitizer and masks will be provided to staff and students for use when in public settings (Ad Astra recommendation).

Staff may engage in telework at the discretion of their supervisor.

## **COVID-19 MEDICAL PLAN**

Any person with a temperature above 100 °F will be sent home or isolated in a dormitory room.

No staff (including Great Western Dining staff), students, vendors, contractors or other guests who are ill will be allowed onto the KLETC campus. Staff and students who have been ill will be required to provide a written release from a medical doctor before returning to the KLETC campus. Great Western Dining will need to confirm to their KLETC contact that any ill staff member has met all medical clearance requirements before returning to the KLETC campus.

Staff (including Great Western Dining staff) who become ill while at work will be sent home by their supervisor. If they are required, pursuant to KU policy, to provide a medical release before returning to work, the release will be provided to the employee's Associate/Assistant Director. The employee's supervisor will be notified by the Associate/Assistant Director that the employee may return to work.

Students who become ill while attending training may be restricted to a dorm room or sent home. Whether a student is restricted to a dorm room or sent home is at the discretion of the Associate

Director for Basic Training. *KLETC will maintain a log of ill staff members and students and to help coordinate the release of information and logistics associated with their return to campus. Reports of any ill staff member or students will be reported to the Deputy Executive Director.*

People with these symptoms may have COVID-19:

- Has a fever (has a measured temperature of 100.4 °F [38 °C] or greater, feels warm to the touch, or gives a history of feeling feverish) accompanied by one or more of the following:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Headache
  - New loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

*Should KLETC administrators be made aware of a CONFIRMED case of COVID-19 involving a staff member (including Great Western Dining staff) or student, all reasonable steps will be taken to release any information that may be released within the limits of health and privacy laws to staff members, students and their agency administrator.*

### **QUARANTINE and ISOLATION PLAN**

Quarantine may occur when a person has close contact with a COVID-infected person. Close contact is defined by the Reno County Health Department generally as being within six feet of an infected person for more than 10 minutes. Isolation occurs when a person is infected with the COVID virus.

Staff (including Great Western Dining staff) or students directed to quarantine will follow the Reno County Health Department instructions on Quarantine and Isolation. Quarantine requires the staff member (including Great Western Dining staff) or student to remain away from campus for either seven (7) or 10 days, depending on circumstances.

Reno County has adopted the CDC quarantine guidelines issued on December 2, 2020. The guidelines include:

#### **7 Day Quarantine (Includes Testing and No Symptoms)**

- After exposure monitor yourself for symptoms for 14 days
- If you have no symptoms during this time frame, **on or after Day 5**, you may get a PCR test (**antigen and antibody tests are NOT allowed for this purpose**).
- If the test is negative, and you remain symptom-free, you can be removed from quarantine after Day 7.
- If testing results are pending on Day 7, you must wait until you receive results.

#### **10 Day Quarantine (No Testing and No Symptoms)**



- After exposure monitor yourself for symptoms for 14 days
- If you have no symptoms during the 10 days, you can be released from the quarantine without a test.

The incubation period for COVID-19 is 14 days, therefore people should self-monitor for fourteen (14) days from exposure and contact a healthcare provider if any symptoms develop.

Staff members (including Great Western Dining staff) or students who have contracted the COVID-19 virus are required to meet these conditions prior to returning to campus:

- Must be at least 10 days since the symptoms first appeared; and,
- At least 24 hours with no fever without fever-reducing medication; and,
- Other symptoms of COVID-19 are improving.

If you test **positive** for COVID-19 and have no symptoms, you can return to campus after 10 days have passed since the date of your positive COVID test

### **DORMITORY PLAN**

Dormitory room assignments will be coordinated between the Associate Director for Basic Training and the Assistant Director of Professional Development. A portion of rooms will be set aside to be used for any ill students. Single and double occupancy will be determined by both Directors in consultation with the Deputy Executive Director.

### **CAFETERIA PLAN**

The cafeteria is normally set for 160 patrons seated at 40 tables in the main dining room. The staff dining room is normally set for 32 patrons. Seating in the cafeteria may be rearranged to comply with COVID-19 guidelines for restaurants by the Reno County Health Department. In order to limit the number of people in the cafeteria at one time and comply with the social distancing guidelines, lunch periods may be shortened and a staggered schedule for lunch periods may be implemented by the Associate Director for Basic Training.

No more than two people shall be seated at cafeteria tables. Tables will be spaced to achieve appropriate social distancing.

KLETC will provide face shields for use by Great Western Dining cafeteria staff.

No guests will be permitted to use the cafeteria without the approval of the Deputy Executive Director.

Should a student be confined to a dorm room for illness, they will not be permitted to go to the cafeteria. The Associate Director for Basic Training will establish a plan to provide the student with meals during the day. No students or Great Western Dining cafeteria staff may be used for food service delivery to ill students.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

**Face coverings will be worn indoors by students, staff and visitors.** *Exemptions* from the face covering requirement are:

- Staff members alone in their own private office
- Dormitory roommates alone or only in the presence of their assigned roommates
- While engaged in defensive tactics training

KLETC has acquired a supply of nitrile gloves, disposable 3-ply masks, and face shields for use by staff and students. The use of a face mask is suggested. The Deputy Executive Director will be the final authority on appropriateness of any printed indicia on masks.

Clear plastic face shields will be available for use in some basic training classes. The face shields can be cleaned with a 1:10 bleach-water solution and are reusable.

Nitrile gloves, masks, Tyvek coveralls and eye protection will be used, as appropriate, by custodial staff when cleaning and disinfecting any area around the academy, mixing cleaning chemicals and any other time as directed by the Associate Director for Operations.

## **CLASSROOM PLAN**

Classrooms may be set up to accommodate social distancing requirements established by the state of Kansas and the Reno County Health Department. Classrooms used by Basic Training are:

- Classroom 1
- Classroom 2
- Classroom 3
- Classroom 4
- Classroom 5
- Classroom 7
- Classroom 9
- Classroom 10
- Classroom 11

Other classrooms may be used for small break-out groups.

Classrooms used by Continuing Education are:

- Classroom 8
- Integrity I
- Integrity II
- Integrity III

Classroom 6 is used by both departments as needed.

### **CLEANING/DISINFECTING PLAN**

Hand sanitizer is provided at various locations around the campus. Auto-dispensers containing anti-bacterial soap are installed in most restrooms. Maintenance staff has installed automatic hand dryers in all restrooms.

Common space counters, water fountains and lounges are wiped twice a day with a 1:10 bleach-water solution. Restrooms are cleaned and disinfected daily. Custodians will clean and disinfect each dorm room in use once a week. When the room occupant(s) leave the academy, the dorm room will be “deep cleaned” and disinfected. Students will be provided disinfecting wipes in dorm rooms.

Mats used in the gymnasium are cleaned with a disinfecting chemical after every use.

Anti-bacterial wipes are available in each simulator room to wipe down the simulators after each student. Air handlers will be cleaned monthly with a 1:10 bleach-water solution. All air handler settings will be adjusted to ventilate with as much outside air as possible.

IT staff has consulted with the Dell Corporation and a 1:10 *alcohol*-water solution will be used to clean the surfaces of all touch screen monitors each day. Wipes to clean the surfaces of the devices will be available. Hand sanitizer is available in every classroom.

### **CONCLUSION**

This plan will be implemented at the direction of the Executive Director of KLETC. It will remain in effect until rescinded by the Executive Director of KLETC. Changes to the plan may be made with the approval of the Deputy Executive Director or Executive Director. The plan shall be made available to all KLETC staff and cafeteria staff. As additional guidance becomes available from University leadership, governmental authorities, or the medical community, this plan will be modified to conform to such guidance.

8/6/2021

Date



**Darin Beck, Executive Director  
Kansas Law Enforcement Training Center**