



# Operations Plan

Covid-19 Restart Plan

May 18, 2020

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**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)**

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 reopening plan for the Kansas Law Enforcement Training Center (KLETC) in response to the COVID-19 shut-down.

## **SCHEDULE OF EVENTS**

May 18	Essential staff only for one-week reopen operations Staff meeting to discuss reopening process and safety procedures
May 26	Resume training for the 264 <sup>th</sup> Basic Training Class (24 students) Start 57 <sup>th</sup> Part-Time Officer Training Class (limited to 30 students) Open cafeteria operation for 60 (max) students and staff
June 4	Graduate 264 <sup>th</sup> Basic Training Class Graduate 57 <sup>th</sup> Part-time Officer Basic Training Class
June 8	Resume training for the 265 <sup>th</sup> Basic Training Class (28 students) Resume training for the 266 <sup>th</sup> Basic Training Class (28 students) Resume training for the 267 <sup>th</sup> Basic Training Class (28 students) Start the 268 <sup>th</sup> Basic Training Class (72 students) Full Cafeteria Operations

## **GENERAL INSTRUCTIONS**

This plan will remain in effect at the discretion of the Executive Director. If any parts of this plan conflict with KU policy or changes implemented by the KU leadership team, those policies or changes will control the KLETC response.

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 use the CDC definition for illness that is contained in 42 CFR Part 70/71 (included in COVID-19 Medical Plan section). <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>

Cleaning and disinfecting procedures will be implemented across the campus that are consistent with recommendations from the Center for Diseases Control (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 will continue to work remotely to the extent possible at the discretion of their Associate/Assistant Director.

### **COVID-19 MEDICAL PLAN**

KLETC has acquired a supply of infrared non-contact thermometers and will implement a procedure to collect temperatures from staff (including contracted cafeteria staff) twice a day. Any person with a temperature above 100 °F will be sent home or isolated in a dormitory room.

No staff or students who are ill will be allowed onto the KLETC campus. Staff and students who have been ill will may be required to provide a written release from a medical doctor before returning to the KLETC campus.

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 Human Resources (HR) coordinator. The employee's supervisor will be notified by the HR coordinator 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.

An illness is defined by the CDC as a person who:

- 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:
  - Skin rash
  - Difficulty breathing
  - Persistent cough
  - Decreased consciousness or confusion of recent onset
  - New unexplained bruising or bleeding (without previous injury)
  - Persistent diarrhea
  - Persistent vomiting (other than air sickness)
  - Head with stiff neck
  - Obviously appears unwell

- Has a fever that has persisted more than 48 hours;
- Has symptoms or other indications of a communicable disease

### **DORMITORY PLAN**

Twenty-four students will return on May 26 in the 264<sup>th</sup> Basic Training Class to finish the final two weeks of their training. These students will be housed in the Welch Hall dormitory. Students will be housed in single occupancy rooms. This class will graduate June 4<sup>th</sup>.

Up to thirty students may participate in the 57<sup>th</sup> Part-Time Officer class for two weeks commencing May 26<sup>th</sup>. These students will be housed in the Welch Hall dormitory. Students will be housed in single occupancy rooms. This class will graduate June 5<sup>th</sup>.

On June 8<sup>th</sup>, three basic training sessions with 84 students will restart. A new 72-person basic training class will start. One hundred twenty-six students will be housed in double occupancy rooms in the East Dormitory. Thirty students will be housed in double occupancy rooms in the Welch Hall dormitory.

Additional single and double occupancy rooms in the Welch Hall dormitory will be available for the jail academy and other continuing education classes.

### **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 will 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 will be shortened and a staggered schedule for lunch periods will be implemented by the Associate Director for Basic Training.

Should the Governor's restrictions expire on June 15<sup>th</sup>, cafeteria operations may return to pre-shutdown procedures unless the Executive Director determines that the current plan is safer and more effective.

Prior to training operations restarting, KLETC maintenance staff will install a plexiglass-type shield over the main serving line to help prevent direct interaction between cafeteria staff and patrons.

KLETC will provide face shields for use by 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 cafeteria staff may be used for food service delivery to ill students.

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

KLETC has acquired a supply of nitrile gloves, disposable 3-ply masks, cloth masks and face shields for use by staff and students. Students will be given a 5-day supply of masks to use while attending class. Students will be directed to wear the masks in public. Staff will be issued a 6-day supply of cloth masks. Staff will be responsible for laundering their cloth masks. They may wear their own personal masks as long as the mask does not have any derogatory or inappropriate writing or graphics on it. The Deputy Executive Director will be the final authority on appropriateness regarding the 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, N95 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 will 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 through the end of June are:

- Classroom 1
- Classroom 8
- Integrity Hall I
- Integrity Hall II
- Integrity Hall III

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

Classroom 4 will be temporarily converted to usable office space for Student Services staff.

Basic Training staff will realign furniture in each of the five classrooms to accommodate the social distancing requirements.

## **CLEANING/DISINFECTING PLAN**

Hand sanitizer is provided at various locations around the campus. KLETC staff has obtained 50 gallons prior to reopening and will continue to seek available sources as necessary. Auto-dispensers containing anti-bacterial soap are installed in most restrooms. As time permits, maintenance staff is installing 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.

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 bleach-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.

Students will be provided disinfecting spray/wipes in dorm rooms.

### **FACILITY OPERATIONS**

After hours use of the gymnasium, cardio room and weight room will be suspended until public gyms are able to open under the Governor’s direction. Once the rooms open, each piece of equipment and weights will be wiped daily with a 1:10 bleach-water solution. Where appropriate, UV light may be used to disinfect surfaces.

### **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. A briefing on the plan contents should be made to all KLETC staff, cafeteria staff and students as soon as practical.

As additional guidance becomes available from University leadership, governmental authorities, or the medical community, this plan will be modified to conform to such guidance.

Date: May 6, 2020



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