

## Tennessee POST and Law Enforcement Academy Opening Plan

Recommendation: Governor Lee issue a recommendation to allow for the phased reopening of the Tennessee Law Enforcement Training Academy and the Tennessee Post Commission in accordance with the proposed incremental plan.

### Background:

TLETA is the primary law enforcement training academy for the State of Tennessee. Established in 1966, TLETA trains more basic law enforcement officers than any other entity in the state and also provides specialized (advanced) training for law enforcement officers both on campus and throughout the State of Tennessee.

The Tennessee POST Commission is the primary regulatory body for law enforcement officers in the State of Tennessee. It is also responsible for the development and enforcement of law enforcement training and employment standards.

On March 23, 2020, in coordination with Governor Lee's efforts to combat the spread of Covid-19, the Tennessee Law Enforcement Training Academy and POST Commission closed their facilities and suspended all basic and specialized law enforcement training.

Beginning May 18, 2020, training will begin for those students from the most recent basic class who require remediation training in order to complete the requirements for law enforcement certification. The following weeks will provide training to incrementally increasing numbers of students, both those who require training for full time officer certification and those who require advanced training to provide increased service to citizens.

Beginning July 5, 2020, TLETA will resume training as scheduled. CDC guidelines will be followed with modifications made as needed.

### **Guidance for Students and Instructors**

Do not attend TLETA if you are feeling sick.

Any student or employee who has a fever or who displays symptoms associated with COVID-19 shall inform their instructor or supervisor, stay home, and contact medical professionals as appropriate.

Implement social distancing and personal hygiene practices in accordance with CDC guidelines.

### **Proposed Timeline:**

*Fewer than half capacity allowed on campus at one time in May and June.*

- **May 18 – 21**
  - Remediation/completion of requirements for basic students from previous Basic Law Enforcement School (twelve students)
  - Students divided into three groups according to subject of study. Largest group will consist of five students
  - Approximately 26 Instructors/Staff
  
- **May 24 – 28**
  - Specialized Law Enforcement Schools (Approximately 60 students)
  - Three schools of no more than 20 students each. Classes primarily conducted in separate buildings and/or outdoors
  - Approximately 26 Instructors/Staff
  
- **May 31 – June 19**
  - POST Transition School (Approximately 60 students)
  - One class of 60 students
  - Required for certification of out of state officers and in state officers with specified breaks in service
  - Approximately 34 Instructors/Staff
  
- **June 22 – June 25**
  - Specialized Law Enforcement Schools (Approximately 60 - 70 students)
  - Three schools. Each school will have approximately 13-30 students. Schools primarily conducted in separate buildings and/or outdoors
  - Approximately 34 Instructors/Staff
  
- **June 29 – July 2**
  - Specialized Law Enforcement Schools (Approximately 60 - 70 students)
  - Three schools. Each school will have approximately 15 -30 students. Schools primarily conducted in separate buildings and/or outdoors
  - Approximately 34 Instructors/Staff
  
- **July 5 – September 25**
  - Basic Law Enforcement School (Approximately 135 students)
  - One school of 135 students.

- Required for certification of all new full-time law enforcement officers
  - Approximately 34 Instructors/Staff
- To support social distancing, classes will be held in the largest available classrooms
  - The reported number of Instructors/Staff assumes the presence of all full time Instructional Staff. This number may vary according to individual staff assignments and the periodic presence of part time and guest instructional staff.
  - Nine TLETA cafeteria staff will resume on campus work on May 18, 2020
  - POST Investigative/Instructional staff will resume on campus work on May 18, 2020 while working from home as much as practical.
  - Five TLETA support staff and three POST support staff will resume on campus work on May 26, 2020.

### **Meals on Campus**

All dining spaces will be thoroughly cleaned prior to each meal period.

#### Breakfast, Lunch, and Dinner

- Students will utilize a hand sanitizer station at the cafeteria entryway
- Students and staff will wear masks while in the cafeteria line
- Students will pass through a line and cafeteria staff will serve selected portions
- Cafeteria staff will hand plates to students to avoid contact with serving utensils
- During initial phases, students will eat in both the primary and secondary dining facilities to promote social distancing. The use of a single dining facility for Basic Law Enforcement School programmatic reasons will be re-evaluated for safety prior to the beginning of the July 5, 2020 class.
- During initial phases, students will receive disposable plastic ware, disposable cups for single uses at the soda fountain, and/or individually packaged beverages. The use of traditional dinnerware, flatware, and drinkware will be re-evaluated when appropriate.

### **Lodging**

For the first seven weeks, students will be placed in individual dorm rooms. Beginning with the Basic Law Enforcement School (July 5), students will be placed in dorm rooms of no more than two students. Male students will share four large bathroom facilities. A small bathroom is shared by every two female dorm rooms.

### **Cleaning Protocol**

- Janitorial will wipe down classrooms, high touch points, and associated bathrooms each day.
- Janitorial will clean dormitory bathrooms each day in initial phases with student details assuming responsibility beginning July 5, 2020.

### **PPE Recommended for Removing Dirty Linen and Trash from Dorm Rooms**

- TLETA does not have maid service
- TLETA students weekly strip and remove their own towels and linen to a central location for bagging. Laundry facility drivers pick up the bagged laundry at a designated retrieval point. Students with responsibility for the laundry bags will wear gloves and masks
- TLETA students daily gather their own trash and take it to a central collection point. Students with responsibility for the collection points dispose of the bagged trash in a designated outdoor receptacle. Students with responsibility for disposing of bagged trash will wear gloves and masks.

### **PPE Recommended for All Other Cleaning of Dorm Rooms**

- TLETA does not have maid service or other daily cleaning service of dorm rooms
- TLETA Basic Law Enforcement School Students clean their own dorm rooms daily
- Contract janitorial staff clean dorm rooms between specialized school occupants
- The following will be forwarded to JLL for recommendation to their contract janitorial staff:

PPE Recommended for all other cleaning tasks in dorms:

Gloves are recommended, reusable/washable cloth face cover or mask is optional

Use a peroxide based multi-purpose cleaner that is effective in 5 minutes or less on bacteria/fungi/viruses, including human coronavirus, in accordance with EPA guidelines.

**Remember washing hands with soap and water frequently is the most effective way to reduce the spread of germs in general**

- Open exterior doors and/or windows for an hour or more before cleaning, when possible

- Place trash in plastic bag, keep closed between uses, tie up before disposing

- Gloves and aprons do not need to be removed between rooms if this designated person(s) is stripping multiple dorms. Having this task assigned to one person or limited number of people will help reduce the amount of PPE needed each day.
- PPE should be removed properly after stripping rooms followed by washing hands properly with soap and water before touching eyes, nose, or mouth or beginning other tasks
- Designate a specific person(s) to gather dirty linens and trash from dorm
- PPE used to strip rooms must be removed and hands washed before handling clean linens, cleaning other areas in rooms, walking through office areas, taking meal breaks, at the end of a shift, etc. It is recommended that the designated person(s) assigned to his task complete the removal of soiled linens and trash in multiple rooms/cabins before beginning other tasks to reduce the amount of PPE needed.
- After dirty linens and trash are removed, a staff member should enter the room and spray multi-purpose peroxide based cleaner/disinfectant on shower walls, shower floor/tub, toilet, sink, faucets when they first enter the room and then spray lightly on all horizontal hard surfaces (counters, night stand tops, dresser tops)
- Spray multi-surface peroxide cleaner/disinfectant on a disposable towel, rag, or a microfiber cloth and wipe down all high touch surfaces. Be sure to include door handles, room keys, pens, light switches, backs of doors around peep holes, remote controls, ice buckets, phones, etc.
- Wipe cleaner/disinfectant off horizontal surfaces after recommended effective time according to manufacturer
- Sweep and mop bathroom floor, then spray multi-surface cleaner on cleaning cloth, microfiber mop or rag and clean the tile floor
- Sweep then mop. (Rooms with hard surface or VCT floors)
- Vacuum your way out of the room - Use a clean rag for each room and always wipe down/clean the bathroom last to prevent the spread of germ

### **Laundry and Transportation of Soiled Linens and Trash Recommendations**

- TLETA does not have maid or other service staff to transport linens or dorm room trash. These items are transported by students in the manner indicated above (See PPE Recommended for Removing Dirty Linen and Trash from Dorm Rooms)
- If a student reports that they have a confirmed case of COVID-19 while on site, do not allow staff to enter the room. Contact supervisor immediately so proper arrangements can be made to have the room/area decontaminated.

## **CDC Guidelines**

CDC guidelines will be followed wherever practicable. Certain training requirements may require some flexibility. In all situations, TLETA students and staff will make all efforts towards safety for all persons.

The proposed plan includes implementation of health screening questions and the assessment of temperatures. Indicated students will be required to be evaluated and cleared by a health care provider prior to beginning or resuming training. Students who begin to have symptoms associated with Covid-19 while training will not be allowed to remain on or return to campus until they have been tested and cleared by a health care professional. The possibility of Covid-19 testing of the incoming basic recruit students at orientation is being explored. TLETA currently has hand and surface sanitizing products and PPE equipment on campus.

The following will be submitted to JLL for assessment and appropriate action prior to May 18, 2020:

The CDC has published *Guidance for Building Water Systems* to help minimize the risk of diseases associated with water that has likely become stagnant in many buildings. The guidance recommends an eight-step process before reopening a building, which includes flushing the water system and maintaining the water system. *Use this guidance, as well as the additional resources below, to answer questions or to communicate proactively with establishments in your community.*

## **PPE**

TLETA currently has two tympanic and two temporal thermometers. An order has been made for two additional tympanic thermometers and a sizeable volume of probe covers. TLETA has sufficiently supplied hand sanitizer stations throughout campus and has ordered masks, sanitizing wipes, hand sanitizer, and other disinfectants in sufficient amounts to support the renewal of training.

## **Off-campus:**

TLETA proposes to resume occasional off campus training assistance to groups of ten or fewer state and local agency students beginning May 4, 2020. Instructors will question host sites concerning class numbers, environment and spacing, and PPE as they apply to CDC

guidelines. Instructors will not teach in facilities that do not follow sufficient safety practices.