



## **NIPSTA Campus Operations Directive**

**Effective: May 1, 2020**

Until further notice, NIPSTA campus operations will remain compliant with the following communicable disease mitigation guidelines, as issued in accordance with local, state and federal entities. These measures are required of all employees, instructors, students/participants, visitors and vendors:

### **Face Coverings and Personal Distancing**

All persons entering the NIPSTA campus are required to supply and wear their own face covering (e.g. homemade mask, scarf, or bandana). Face coverings are mandatory for any inside group activity, such as classroom instruction or meetings, where attendees shall also maintain a distance of six (6) feet from each other at all times. Face coverings are also required for outside activities, including skills stations, where participants are unable to maintain a distance of at least six (6) feet (unless participants are donning a full face-piece SCBA).

### **Personal Screening and Sanitation Requirements**

All individuals entering a NIPSTA facility will be required to perform the following:

- Assess personal health status, including temperature scanning (where equipment is available).  
*Those who have symptoms of illness shall not enter the NIPSTA campus for any reason.*
- Decontaminate/wipe down personal items, including mobile phone and keys, using provided cleaning supplies or a UV-C wand (as available)
- Wash hands or utilize hand sanitizer.
- Enter their name and arrival time on a sign-in sheet.

### **Classroom/Office Maintenance**

Classroom capacity has been reduced in order to ensure proper distancing between individuals. Chairs and tables shall not be moved from their prescribed locations. All rooms have been stocked with sanitizing supplies. The first individual in the classroom/office area is required to spray and wipe surfaces, including tables, chairs, desks, podiums, etc. Dirty wipes shall be disposed of in provided waste containers. The process shall be repeated at the conclusion of the day's activities.

### **Equipment Cleaning**

At the direction of the Program Coordinator or Lead Instructor, equipment shall be properly cleaned by instructors and students/participants at the start and conclusion of daily activities.

### **Illness on Campus**

In accordance with established NIPSTA policies and procedures, any individual who becomes ill while present on the NIPSTA campus must safely notify the administrative team of their status before leaving.

*Any questions shall be directed to the NIPSTA Executive Director. [jramaker@nipsta.org](mailto:jramaker@nipsta.org). 847-998-8090.*