Yavapai Community College EMS Program(s):  
EMT Basic and Paramedic 2020

Faculty and Student guidelines for operations during COVID-19 pandemic event, site closures, or extended campus closure.

General operating guidelines for COVID-19 pandemic:

1. All YC EMS Program faculty will review the CDC guidelines and the Arizona Department of Health/EMS guidelines for possible pandemic (Influenza or COVID-19). See index of related pandemic planning guides at the end of document.
2. All YC EMS Program faculty will educate and reinforce the guidelines to the students within the program.
3. Students will be taught and/or remediated and evaluated on correct handwashing, PPE donning and doffing, and the correct situations in which to do so.
4. YC EMS Program students are always expected to maintain professional mannerisms, no matter the patient status or condition.
5. YC EMS Program students should immediately report potential exposure (without appropriate PPE) to the Clinical Coordinator or their respective Program Director(s).
6. Any YC EMS Program students or staff will not be allowed in class during a potential time period of waiting for a test results or are going to be tested before the next scheduled class period. If tested negative or positive, this information must be in writing to the EMS program to be included into the student’s record.
7. Any YC EMS Program student diagnosed with Influenza or COVID-19 should contact their respective Program Director(s) as soon as possible. The student will not be admitted back to class until cleared by a physician, fever free, or outside of the suggested self-quarantine window. This will become a telecourse initiation by staff.
8. Remind male students and faculty that N95 masks may require shaving of facial hair to obtain a proper seal if their current employers are providing patient care.
9. The EMS Program Director(s) and faculty will maintain up to date contact information for all students within the programs, as well as all faculty. Emergency communications within the program will be made through multiple channels to assure all parties are reached. These channels may include personal phone, personal/student email addresses and CANVAS LMS announcements.
10. All YC EMS program students, instructors and staff present during physical classroom time will have an on-going wellness and daily check-off sheet. See attachment A & B
In the event of clinical or field internship site closure(s):

1. YC Paramedic and EMT students will be immediately notified of either clinical or field internship site closures.
2. Whenever possible, every attempt will be made by YC EMS Program Faculty to reassign students to clinical or field internship sites that remain open to students. Due to this possibility, students should be prepared to travel to other sites, potentially further from their originally scheduled site location. Students should also be prepared to have their original clinical and field internship schedules cancelled and rescheduled.
3. If sites remain closed to students, the skills that can be made up in simulation lab will be arranged and coordinated according to acceptable CoAEMSP standards and recommendations.
4. Faculty and Students should be aware and understand that Team Lead requirements cannot be met by simulation. All Team Lead requirements must be met through the field internship capstone phase with live, in-person precepting supervision. This is according to acceptable CoAEMSP standards and recommendations.
5. Clinical rotations and field internships may be postponed, on an as needed basis, until it is safe to resume operations. Students will be given an emergency extension within the program due to site closures (EMS 264 is this extension). This program extension will follow current Arizona Department of Health Services Bureau of Trauma and EMS Rules. This extension will not exceed six months for the original scheduled end date of the affected program(s).
6. Arizona Department of Health Services Bureau of Trauma and EMS will be notified as soon as possible in the event of multiple site closures to students. Frequent updates will be made.

Field and Emergency Room Standards of cleanliness and hygiene will be implemented immediately and strictly enforced for the classrooms

Utilizing the basic protocols of OSHA / NIOSH in a potentially infected environment, effective immediately, all eating, drinking, gum chewing, etc., in class is prohibited. This includes makeup and lip balm applications.

CLEAN / CHECK / CARE

Clean Facility: All staff will be involved in decontaminating the classrooms (tables, chairs, door handles, etc.) with school -approved anti-viral / bacterial wipes and /or sprays prior to each class. The only exemption would a room that was cleaned at the end of the preceding class that same day.
Clean Equipment: All staff and students will be involved in decontaminating the lab skill equipment with school-approved anti-viral/bacterial wipes and/or sprays prior to each class. The only exemption would be a room that was cleaned at the end of the preceding class that same day.

Check Staff and students: All YC EMS program faculty, staff, technicians and EMS program students will be assessed for their potential exposure to the Covid-19 if the said person has worked in direct patient care since their last evaluation. This will be documented on the attached forms (appendix A & B) under strict HIPAA standards and will be kept by the student/staff.

Care: Follow-up with students and staff that have potential exposures for further care by their employer. There is a possibility that the student will need to self-isolate and remotely view their lectures. Skill components will be addressed on a one-on-one case basis.

In the event of prolonged campus closure:

Delivery of theory content (lecture):

1. All content delivered in the EMS programs must be conducted in a “real time”, “live” interactive modality in order to maintain compliance with AZ BTEMS Rule. This will be accomplished by utilizing the ZOOM and Canvas platforms.
2. Students will be notified during the first week of class and asked to secure reliable computer access and internet connectivity. Possible limited seating in the classroom during lecture may be available on a case-by-case basis.
3. Courses within the EMS program will be continued on CANVAS LMS, EMS Education & Platinum Planner, JB Navigate and other platforms. Students will be notified of any change in format or schedule as soon as feasibly possible.
4. The EMS schedules will begin in the virtual environment. The EMS schedules will resume on the next following originally scheduled class day. The Summer semester may be extended by one additional week in order to facilitate the delayed content delivery.
5. Faculty Instructors will utilize the school’s Canvas Course Site to schedule & conduct all delivery of theory/direct lecture content to correspond with the course outline/schedule. Homework and quizzes will be added and delivered through the online platform already in use (CANVAS and/or JB Navigate) for both EMT Basic and Paramedic students.
6. Official exams will be delivered through a lockdown browser delivered through CANVAS or FEMS Testing for Paramedic and EMT Basic students.
7. Official exams will be delivered through online testing program already in use for the Paramedic and EMT Basic programs, EMS Testing and Canvas. The lockdown browser option will be utilized for exams deployed for off-campus use. Item analysis review will still be performed as usual.
Delivery of lab/simulation/psychomotor skills content:

1. All face to face lab/simulation/psychomotor skills content would be cancelled and will be rescheduled when live (in-person) classes resume.
2. Any postponed lab/simulation/psychomotor skills content may be rescheduled, resuming in late Summer sessions depending upon COVID-19 clearance.
3. Students will be given an emergency extension within the program due to site lab/simulation/psychomotor session cancellations. This program extension will be in compliance with current Arizona Department of Health Services Bureau of Trauma and EMS Rule. This extension will not exceed six months for the original scheduled end date of the affected program(s).

EMS Program(s) extension in order to meet program requirements:

1. Special considerations will be given on a student to student basis if a confirmed case of the Flu or COVID-19 is reported.
2. Emergency course extension will be granted on an as-needed basis after review by EMS Program Director(s), EMS program medical director, and potentially the AZ DHS BTEMS Program Manager.
3. The Arizona Department of Health Services Bureau of Trauma and EMS Program Manager will be contacted in the event of campus closure and updated frequently on the status of the students’ education hours.
7. Appropriate documentation of program extension and cohort graduation delay will be completed and recorded according to acceptable CoAEMSP standards and recommendations.

Additional Resources:
- CDC Covid-19 Intro Page  
- CDC Guidance for EMS  
- AZDHS EMS and 9-1-1 Resources  
- Guidance for Respirator Fit-Testing in Healthcare during COVID-19 Outbreak  
### Appendix A: **HEALTH Information**

**DEFINITION OF COVID-19 HOTSPOT:** Community Spread with reported deaths

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**Your Name:**

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**DOB:**

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**ALLERGY ALERTS:**

Employer

Hours Worked Per Week

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**NAME OF PERSON TO CONTACT IN CASE OF EMERGENCY:**

Name:

Address:

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**Telephone:**

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**MEDICAL HISTORY**

1. **Daily Medications of Concern:** Ace Inhibitor for HTN  Steroids

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<table>
<thead>
<tr>
<th>Disease</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diabetes</td>
<td>CHF</td>
</tr>
<tr>
<td>COPD</td>
<td>HTN</td>
</tr>
<tr>
<td>Cancer</td>
<td>Immune Suppressed</td>
</tr>
<tr>
<td>Current or stopped smoking &lt;7 years ago</td>
<td>Obesity (BMI &gt;30%)</td>
</tr>
</tbody>
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**Influenza Vaccine Status:** Date of vaccine or last infection:

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Last Updated: