



Operational Service Plan

Department:	Facilities Management – Regional Training Facility	Date:	Updated 06/7/2021
Proposed Service Delivery Model (includes PPE / Sanitizing Supplies)			
Describe how your department functions will operate under the “new normal” (i.e. eliminating face to face meetings; prioritizing who we see and how we’ll service them; considering Governor’s waivers; what PPE is needed; what types of sanitizing is being done and supplies needed).			

Scott County employees are required to follow the current [Scott County Organizational Covid Health and Safety Guidelines](#) located on the County Covid-19 Health and Safety site.

Function: Building Operations and Maintenance: - Continuous

Staffing and Facility Maintenance

- Following the full reopening of the facility, employee will continue to maintain the routine operation of the facility.
- Staff maintain scheduled routine cleaning of all facility areas.
- Facilities staff will be responsible for cleaning and disinfecting areas utilized by visitors including meeting spaces, classroom spaces, and outdoor training spaces each morning prior to a scheduled session or when sessions end, when possible.

Communications

- The RTF spaces and resources are used via appointment only.
- Customers can make appointments by contacting the RTF Administration
- Signage will be posted at the RTF informing customers of appointment only.
- All occupancy limits – as determined by governor’s order or county directive will be posted in the specific service area
- Notification of effective Protocols will be updated on the RTF webpage, and will be given to each instructor
- Appointments will limit interactions between customers

Sanitation and Occupancy Control

- In keeping with current MDH and CDC guidelines, customers who are not vaccinated are strongly encouraged to wear a facemask/face covering within the facility. facemasks are encouraged, but not required for customers that have been fully vaccinated.
- All youth (17 years of age or younger) required to wear facemasks/face coverings when in inside the RTF Facility.
- Training/meeting area groups will be encouraged to use the designated bathrooms and egress for their assigned area.

Appointment setting:

Effective June 14, 2021 all qualified adult and youth groups will be eligible to reserve internal and external training and meeting areas within the RTF.

An appointment setter script includes information meant to prepare facilitators for their appointment and includes information related to specific business needs and health and safety protocols. Event facilitators will be advised of the following:

- facilitators must cancel their event if they become ill, or have symptoms on the day of the event.

- Only those approved to participate will be allowed to attend the event.
- The group leader/facilitator is responsible to conduct a health screening (using a Client/Employee Health Screening tool provided by RTF staff) as participants arrive.
- Any participant responding positively (yes) to the health screening will not be allowed to enter the Training Facility
- Non-employee participants must provide their own facemasks
- Facemasks are strongly encourage for unvaccinated adult participants.
- Facemasks are required for all youth participating in indoor activities
- Participants will be encouraged to remain in their designated event area only. they ar not allowed wander within the building or on the grounds.
- Training/Meeting areas will have designated bathrooms, signs will be posted directing users to their specific restroom area.

After Hours Use:

Facility representatives will provide a safety briefing to Event Facilitators which will include a facility safety and hygiene information and instructions on securing the area when complete. A checklist will also be provided which will be completed and signed when the training is complete.

Function: Meeting (Classroom) space

Function: Training

The organization continues to encourage remote learning strategies via on-line or at home materials.

Classroom Training:

In-Person Classroom Training Sessions are allowed for all user groups.

When the in-person portion of training is conducted, class size will be limited in a manner that encourage safe distancing, or compliance with any current Executive Orders or County occupancy limits

- All participants are encourage to maintain social distancing when possible.
- Training materials should not be shared between participants unless they are cleaned between uses.

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to entering the RTF Training areas
 - Current CDC Covid-19 Symptom checklists will be made available to visitors, and posted on the facility entries
 - Any positive signs or symptoms will result in their dismissal from the training
- Face masks are encouraged for unvaccinated person.
- Hand Sanitizer will be available at the facility entry
- Staff and guests must sanitize their hands prior to entering the facilities
- Whenever possible, participants of any training will maintain 6' distancing from others.
- Facility areas be cleaned on a regular schedule by facility staff, and before or after events.

Occupancy:

- The Maximum Occupancy of any training room will be posted outside the room.

Outdoor Ranges

Pistol and Rifle Ranges

Effective June 14, 2021, All outdoor ranges including pistol, rifle, archery ranges will be open to all appropriate groups. Appointment will be accepted through RTF Facilities Staff.

Occupancy Rates:

- Active range line occupancy is limited to the number of targets available.
- Additional participants, (waiting for activity) are encouraged to maintain social distancing when able.

All Range Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to participating in any RTF Range event.
 - Current CDC Covid-19 Symptom checklists will be made available to the facilitators and posted on the facility and grounds entries
 - Any positive Covid-like signs or symptoms will result in the participants dismissal from the activity
- Hand Sanitizer will be available in the activity area and at the facility entry
- Staff and guests must sanitize their hands prior to entering the facilities
- Whenever possible, participants of any meeting will maintain 6' distancing from others.
- Facility areas be cleaned on a regular schedule by facility staff, and before or after events.
- Range participants will use the lower level entry and bathroom facility only

Enforcement:

- Facilitators receive an expectation brief from RTF Staff and printed information regarding current operating protocols.
- Periodical compliance checks are conducted by staff and correction made when necessary
- RTF staff will discuss compliance requirements and corrections with facilitators or group leads when necessary.
- A facilitator or group who fails to ensure safety compliance may have there training suspended or be barred from future resource availability.

MILO – Decision making Simulator

Effective June 14, 2021 The MILO training area will be available to all appropriate training groups by appointment only

- Use of the MILO room may be used in conjunction with approved Law Enforcement Range or other training activities.

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to participating in any RTF training event.
 - Current CDC Covid-19 Symptom checklists will be made available to the facilitators and posted on the facility and grounds entries
 - Any positive Covid-like signs or symptoms will result in the participants dismissal from the activity
- Hand Sanitizer will be available in the activity area and at the facility entry
- All participants must wash or sanitize their hands prior to entering the Milo area.

- 6' distancing is encourage when possible
- The simulator weapon systems will be sanitized by the facilitators with an appropriate cleaning agent after each use
- Additional Sanitation material will be available in the room for cleaning between users.

Enforcement:

- The facilitator of any RTF activity is responsible to ensure compliance with occupancy and sanitation/distancing standards for the training area being utilized.
- Facilitators receive an expectation brief from RTF Staff and printed information regarding current operating protocols.
- Periodical compliance checks are conducted by staff and correction made when necessary
- RTF staff will discuss compliance requirements and corrections with facilitators or group leads when necessary.
- A facilitator or group who fails to ensure safety compliance may have there training suspended or be barred from future resource availability.

Scenario Rooms - *Reality Based Training*

- Scenario Based training will be scheduled by appointment only
- Appointments will be allowed for all appropriate SCALE and Non-SCALE groups.
- Specific Scenario based training areas will only be used by one group at a time.

The following sanitation protocols will be followed:

- All facilitators and participants must self-evaluate for Covid symptoms prior to participating in any RTF training event.
 - Current CDC Covid-19 Symptom checklists will be made available to the facilitators and posted on the facility and grounds entries
 - Any positive Covid-like signs or symptoms will result in the participants dismissal from the activity
- Hand Sanitizer will be available in the activity area and at the facility entry
- All participants must wash/sanitize their hands prior to entering training areas, or as they enter the training area.
- 6' distancing between participants is encouraged when able.
- Scenario fabric wall surfaces will be covered in plastic to assit in sanitization process
- Facility areas be cleaned on a regular schedule by facility staff, and before or after events.

Occupancy Limits:

- The Maximum Occupancy of the Scenario rooms will be based on the ***Reality Based Training*** being conducted and will never exceed fire occupancy levels
 - Where possible social distancing is encouraged.
 - Only one group will be authorized to use either scenario area at at a time

Enforcement

- The facilitator of any RTF activity is responsible to ensure compliance with occupancy and sanitation/distancing standards for the training area being utilized.
- Facilitators receive an expectation brief from RTF Staff and printed information regarding current operating protocols.
- Periodical compliance checks are conducted by staff and correction made when necessary
- RTF staff will discuss compliance requirements and corrections with facilitators or group leads when necessary.
- A facilitator or group who fails to ensure safety compliance may have there training suspended or be barred from future resource availability.

Mat Room – Use of Force (UOF) Training:

Effective June 14, 2021 The Mat Room will be available to all appropriate training groups by appointment only

- Only one (1) group training will be allowed in the mat room at a time.

Sanitation protocols:

- All facilitators and participants must self-evaluate for Covid symptoms prior to participating in any RTF training event.
 - Current CDC Covid-19 Symptom checklists will be made available to the facilitators and posted on the facility and grounds entries
 - Any positive Covid-like signs or symptoms will result in the participants dismissal from the activity
- All participants must wash/sanitize their hands prior to entering the mat room area .
- Facemasks are encouraged for all unvaccinated participants.
- Social distancing is encouraged whenever possible.
- Following each training session, Mat Room Training area surfaces, walls and floors, will be sanitized by the facility staff with recommended cleaners.
- Special cleaning will be conducted by facility staff when necessary

Enforcement:

- Facilitators receive an expectation brief from RTF Staff and printed information regarding current operating protocols.
- Periodical compliance checks are conducted by staff and correction made when necessary
- RTF staff will discuss compliance requirements and corrections with facilitators or group leads when necessary.
- A facilitator or group who fails to ensure safety compliance may have there training suspended or be barred from future resource availability.

Burn Tower and Fire Training Area:

The fire training resources continue to be utilized by appointment only for both SCALE and NON-SCALE fire and law enforcement personnel

- SCALE Member (internal) Fire and Law enforcement groups will receive priority appointments
- All facilitators and participants must self-evaluate for Covid symptoms prior to participating in any RTF training event.
 - Current CDC Covid-19 Symptom checklists will be made available to the facilitators and posted on the facility and grounds entries
 - Any positive Covid-like signs or symptoms will result in the participants dismissal from the activity
 - Following each training session, the Training area surfaces, rails, and door handles will be sanitized with recommended cleaners.

Adherence to Governor's Executive Orders

Ensuring sick Employees stay home/Identifying sick Employees

Prior to leaving for work, employees are required to perform a self-assessment using the current [Visitor/Employee Health Screening Tool](#) provided in the Health and Safety section of the COVID-19 Site.

If the employee provides a positive response (yes) to any of the health questions, the employee should remain at home and contact their supervisor, who will consult with the Occupational Health Nurse for recommendations and guidance.

Employees who present any of these symptoms while at work will immediately report their condition to the supervisor. If the employee is deemed *sick*, they will be removed from their worksite and sent home or isolated until they can leave work.

Employees who present these symptoms following a work shift (prior to reporting for another shift) will contact their supervisor. They will be directed to remain at home and the Occupational Health Nurse will provide guidance.

In accordance with CDC guidance, the workstation and equipment used by an employee with these COVID-19 like symptoms will be taken out of service and not used for at least 24 hours. At the end of that period, the area and equipment may be sanitized using routine cleaning procedures.

In any case, when the employees' worksite/station and equipment used cannot be taken out of service for the required 24 hours, the area and equipment must undergo a deep cleaning procedure, following CDC guidelines, prior to being used by other employees.

Customer/participant screening:

The Training/Meeting organizer will conduct a health screening using the current [Visitor/Employee Health Screening Tool](#) provided in the Health and Safety section of the COVID-19 Site. This screening tool will be provided to the event facilitator by RTF staff.

Identifying Sick Customer/Participants:

A customer/participant who reports an illness or presents covid-like symptoms while receiving services in a Scott County Facility, will be escorted out of the building. The area and/or equipment used by the participant will be isolated and taken out of service for at least 24 hours. Areas visited or used by the ill person must be disinfected before allowing other customers to enter those areas.

Training:

Staff providing services and back up functions will receive initial procedural training

Staff will hold periodical safety meetings to review all protocols.

Outside facilitators will receive a copy of the RTF operation expectations and will be required to perform safety briefs with all or their participants

Staff will be asked to report safety concerns to their supervisor immediately so processes can be re-examined and improved if necessary

Enforcement:

Managers and supervisors are responsible to monitor and enforce safety processes. Coaching and corrections will take place when violations occur.

Discontinuation of Services / Shut down:

If illness, contamination or other conditions reduce the minimum resources or employees required to provide services in a manner consistent with this Operational Service Plan, the service will be discontinued, and notices given to customers and staff.

Any time trace tracking efforts identify a significant Covid exposure event (3+participants infected) originating from an RTF event, the areas utilized by the identified participants will immediately be closed and isolated pending review and evaluation of the event and additional hazards. During the shut down, RTF and occupational Health and Safety

staff will review adherence to applicable safety and sanitation protocols, take corrective action; and review updated protocols with the Strategy Team before reopening.

Before being returned to service, the areas involved must be sanitized using a misting system, and left to air dry for 48 hours.

Safety Sheltering:

Whenever possible, Facilities personnel and group leaders will monitor weather conditions and cancel an event with time for participants to leave the campus and return home.

If weather conditions change rapidly, all outdoor participant will be directed to the interior halls of the RTF ground floor to seek shelter. If possible, participants will maintain distancing; however, safe refuge is the primary concern and must not be compromised in an attempt to maintain MDH recommended distancing.

Level of Staff Changes and Resource Needs

Describe staff changes based on your department’s functioning under the “new normal” (i.e. plan for coverage; plan for rotation of staff; monitoring staffing models; resources needed – technology, supplies).

- Facility staff, including one Manager and one facilities maintenance person currently staff the RTF
- Backup facilities staff may be brought in to cover if needed.
- No extra resources are required to begin services

PPE:

- Gloves are available for RTF employees
- Facemasks will be available for RTF employees for appropriate use.
- Sanitizing Products will continue to used in the building

Division Director Comments

The SCALE Regional Training Facility is staffed by two county employees. Given the nature of this facility, both staff need to work on-site, but can perform their duties solo or in a socially distant manner.

Requested official opening date is June 1, 2020.

Strategic Branch Comments

May 26, 2020:

Strategy Team is supportive of the event coordinator handling health screening questions with participants because only first responders will be getting services at the RTF and they are well informed of symptoms and risks. Event coordinators are also responsible for sanitizing space and equipment at the end of trainings. If the training is occurring in the evening when no staff are present, RTF will clean the space and equipment again the next day.

County Administrator Comments

County Administrator Signature _____ Lezlie Vermillion 6/5/2020

Operational Service Plan Updates

Please include date the change goes into effect and reason for change.

The Governors Executive Order 20-56 allows for non-critical operations to resume with restrictions. Use of our service to train and maintain the skill proficiencies of our Law Enforcement and Fire Fighting Services is imperative. Based on the order we plan to provide these services by appointment only, following all restrictions and ensure social distancing protocols.

Recommending June 1, 2020 opening date

08/03/20

The RTF Staff and Facilities management group are proposing to open some RTF training areas to both internal and external law enforcement and other approved groups by August 20, 2020. This proposal is being initiated because there is a critical need for the types of training these facility resources offer, and because the other large training center in the Metro area have opened for these types of services and experienced no complications.

Mat rooms are currently being used in all of the local LE training centers. Small user groups, appropriate PPE, and good cleaning protocols have resulted in a successful deployment of these areas. Mat rooms are a critical resource for Law Enforcement training. The Dept of Corrections requires all corrections officers to have "hands-on" use of force training prior to working independently in a MN licenced corrections facility. Additionally, all corrections officers are required to receive "resistance and Tactics" training yearly. During the Emergency declaration, the Jail has had several new officers start employment and have been forced to do some kind of modified Use of Force training, combining classroom and active demonstrations by a third party. This is never a good substitute for hands on training, and could potentially result in an undertrained officer being injured or hurting a detainee.

The use of the RTF Mat room would employ small groups and sound PPE and sanitation measure to ensure safety.

The Milo decision making system is a key component for deadly force reaction training, and it's use can be safely controlled through sanitation expectations and protocols.

Scenario Rooms are critical for live "reality based training." These resource areas currently available in the areas North and West of the cities, but SCALE partners and law enforcement agencies in the Southern metro, who count on the RTF for this resource have been forced to use other means for training and mission preparation. Scenario rooms are a great resource for tactical teams preparing for a dangerous building entries, or officers responding to dangerous calls.

Additionally, the RTF administration is proposing allowing private groups, i.e. 4H and Carry/Conceal groups to use the range areas in a very limited and controlled manner. Youth sports is approved in the lastest Governor's Order, and the RTF staff have created protocols that allow these outdoor range areas to be used in a safe and controllable manner.

The RTF plan restricts the number of participants, requires appropriate PPE and includes safe sanitation expectations.

August 2020,

Plan updated to reflect current Governor Executive Order 20-81 requiring Minnesotans to wear a face covering in certain settings.

March 18, 2021

Updates and Use proposals reflect an opening of spaces for both public adult and youth activities allowed by the Governor's current Executive orders (effective 3/15/21). This is a request for continuation of services for those who had previously utilized our resources.

Approved – Non-scott county or SCALE member LE, Corrections, PW and Fire use of approved resources

Approved Adult and youth groups outside activities only (range)

Regular hours schedule as outlined in OPS – monitored by Scott County Facilities staff

After hours (No facilities staff presence) limited to one group inside, one group outside with separate bathroom facilities

Two Portable bathroom units have been arranged for outside use by range participants.