



Office of Children and Family Services

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Commissioner

Notice

To: OCFS Human Resources

From: Felicia A. B. Reid, Esq. *Acting Deputy Commissioner (DJJOY)*

Date: August 7, 2020

Re: Juvenile Justice Basic Training (JJBT) and COVID-19 Precautions and Safety

DJJOY halted Basic Academy Training (BAT) for several months due to COVID-19. Having untrained staff on the floor puts the safety and security of staff, as well as youth, at risk. As a result, DJJOY will resume JJBT training in late August 2020, with a thorough safety plan in place, a modified schedule to reduce overnights, some modules moved to computer-based training, smaller in-person cohort sizes, and a focus on the core competencies that permit staff to work with and engage with youth at facilities.

In considering moving forward with JJBT, DJJOY took measures to do so in a manner that accounted for CDC guidelines (face coverings, social distancing, hand washing, cleaning and disinfecting frequently touched surfaces), as well as screening strictures issued by DOH in order to keep trainees safe. The Human Services Training Center (HSTC) has been provided a list of OMS-approved COVID-19 disinfectants for cleaning and will have a supply of masks and gloves available for staff during training.

Notices and Considerations:

- Resumption of JJBT training will first look to complete training for staff who received only part of JJBT, before training halted in March. Training will then focus on staff who are newly hired and have not yet received the training.
- All JJBT training will be conducted at the HSTC with class sizes cut between 50 and 75 percent.
- OCFS will provide overnight accommodations to trainees at specifically selected and blocked hotels near the HSTC during JJBT. Trainees will no longer share rooms; they will have single rooms.
- JJBT Trainers will encourage and frequently remind trainees to follow the safety guidelines by maintaining a safe distance from others, wearing masks when needed and following hand washing protocols at all times both when training at the HSTC and during off-hours.
- OCFS will do health screenings, per DOH guidance, daily for trainers and trainees upon their arrival at the HSTC. Trainees will know that they must alert the trainer/s if they become ill or experience symptoms related to COVID-19 during the training period.
- Trainers and trainees will have access to hand sanitizer and the ability to wash their hands throughout the training.
- Surfaces and training equipment (e.g. tables, mats, cuffs, mannequins, etc.) will be cleaned and disinfected before, during, and after training with disinfectant. This will occur more frequently for areas/items that are frequently shared/touched. Disposable gloves will be worn when cleaning and disinfecting.
- Trainees will be provided masks and hand sanitizer for their use throughout the training period. Trainers and trainees will be required to wear face coverings/masks (with mouth and nose covered) when social distancing is not an option training.

- Trainers and trainees must wear disposable gloves during the physical skills/physical contact portions of training. Gloves will be discarded anytime a trainer or trainee leaves the training area. All will be required to wash their hands/use hand sanitizer and obtain a new pair of gloves before resuming physical skills/contact.
- Trainers and trainees will maintain at least 6 feet of social distance, unless a training activity (e.g. physical skills) requires a shorter distance.
- To minimize contact, trainees will be assigned to a small group for the duration of the training. They will not engage in any physical contact with any other group during the training.
 - Within the small group, trainees will have an assigned partner.
 - Groups will remain 6 feet apart from other groups.
 - Groups will have assigned mats/areas and equipment.
 - Groups will be responsible for cleaning and disinfecting their equipment before, during, and after training.
- Trainers will demonstrate skills only with other trainers:
 - During trainee practice, trainers will be assigned to a small group to observe and provide feedback/make corrections (non-physical), except for spotting.
 - Trainers will be required to maintain a safe distance during observation.
 - During a training, if there are not enough trainers to demonstrate a skill, if willing, a trainee may be asked to volunteer (e.g. to act as a youth).
- Additional information for FA/CPR/AED:
 - Each trainee will have their own mannequin.
 - The number of participants in the FA/CPR/AED modules will be limited to the number of mannequins available at the HSTC.
 - Mannequins will be spaced 6 feet apart.
 - Trainees will clean and disinfect their mannequin before and after training.
 - For First Aid skills, trainees will have an assigned partner.

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