



NATIONAL
**CHILD PASSENGER
SAFETY** BOARD

A program managed by the National Safety Council

COVID-19 Mitigation Practices
for
National CPST Certification Training Courses

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cpsboard.org

COVID-19 Mitigation Practices: National CPST Certification Training Courses



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Introduction

This resource is provided by the National Child Passenger Safety Board (NCPSB) with the goal of reducing the risk of transmission of COVID-19 when conducting National Child Passenger Safety Technician Certification Training courses. The information provided in this document is based on current guidance from the Centers for Disease Control (CDC) as of June 26, 2020. The NCPSB encourages you to stay up to date with the CDC recommendations and those of your state and local public health authorities. This document will be updated as new information becomes available. Hyperlinks to source information are provided when appropriate. References also are provided at the end of this document.

Teaching the National Child Passenger Safety Technician Certification Training course in the current COVID-19 environment has risks. Instructors should exercise due diligence and utilize all protective resources mentioned unless there has been zero COVID transmission in the community, based on information from local health officials. These practices are suggested as ways to mitigate the risk of transmission of COVID-19. Following all of these practices provides no guarantee against the transmission of COVID-19. No members of the National Child Passenger Safety Board, Safe Kids Worldwide, the Instructor Teams or their agencies will be liable for contraction of COVID-19 arising from participation in National Child Passenger Safety Technician Certification Training courses.

COVID-19 Overview

COVID-19 (Coronavirus Disease 2019) is an illness caused by a newly identified (novel) coronavirus. Coronaviruses are an extremely common cause of many illnesses that range from common colds to more serious upper respiratory infections.

Symptoms

Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include fever, body ache, cough, fatigue, chills, headache, sore throat, loss of appetite, new loss of taste or smell, nausea or vomiting and diarrhea. In some people, COVID-19 causes more severe symptoms like high fever, severe cough and shortness of breath, which often indicates pneumonia. Symptoms may appear 2-14 days after exposure to the coronavirus.

Spread

The virus is primarily spread from person to person. You can become infected by coming into close contact with a person who has COVID-19. You can become infected from respiratory droplets when an infected person coughs, sneezes, [breathes heavily](#) or talks. You may also be able to get the virus by touching a [surface or object](#) that has the virus on it, and then by touching your mouth, nose or eyes.

General Precautions

The best way to prevent COVID-19 infection is to avoid being exposed. The virus can spread from individuals who do not look or feel sick. Knowing that spread occurs through respiratory droplets, it is strongly recommended that everyone adheres to the following:

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[Practice Social \(Physical\) Distancing](#)

Maintain good social distancing (at least 6 feet or about 2 arms' length) from other people.

[Cover Your Mouth and Nose](#)

Cover your mouth and nose with a cloth face covering (mask) when around others.

- A mask is meant to protect other people in case you are infected. The mask will reduce the transmission of respiratory droplets.
- Continue to keep at least 6 feet (or about 2 arms' lengths) between yourself and others. A mask is not a substitute for social distancing.

[Practice Proper Hand Hygiene](#)

It is recommended that you clean your hands:

- After you have been in a public place and/or touched an item or surface that may be frequently touched by other people.
- Before touching your eyes, nose, or mouth; this is how germs enter our bodies.

[Wash Your Hands the Right Way](#)

Follow these five steps to wash your hands the right way every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

[Hand Sanitizer Use](#)

Soap and water are preferable. If soap and water are not readily available, use an alcohol-based [hand sanitizer](#) that contains at least 60% alcohol. The product label will list the alcohol content.

When using hand sanitizer, ensure you do the following:

- Apply the hand sanitizer product to the palm of one hand (read the label to learn the correct amount).
- Rub your hands together.
- Rub the hand sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

[Glove Use](#)

For the general public, the CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. In most other situations, wearing gloves is not necessary and may lead to the spread of germs. Instead of wearing gloves, practice [proper hand hygiene](#) as outlined above.

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National CPST Certification Training Courses

Deciding to Offer a Course

Lead Instructors and/or Course Administrators are encouraged to have a planning meeting prior to scheduling a course to determine mandatory versus recommended virus transmission precautions to be practiced during the course.

The [Centers for Disease Control and Prevention \(CDC\) guidelines and recommendations](#) as well as state and local public health authority guidelines and requirements must be considered. Also, check if hosting and sponsoring agencies have additional protocol in place that must be followed when holding a course.

Ongoing monitoring of guidelines and recommendations for reducing COVID-19 risk is encouraged, as information is updated frequently.

Course Location

Consider the following when selecting a course location:

Classroom/Facility

- Has the facility established new occupancy limits given the need for social distancing and will your total attendance be within the limits?
- During the training, how much exposure will the classroom area have to others besides the students and Instructor Team members?
- Is there adequate space in the classroom to accommodate social distancing recommendations in the student work stations, presenter area and Instructor Team area?
- [Does the classroom have adequate ventilation?](#) Can the doors and windows be kept open during the training?
- Is it possible to use doorstops to prop open the doors to decrease common touchpoints?
- Is there room for hygiene stations in close proximity to the entrances/exits?
- Does the facility have a schedule for cleaning of restrooms, ensuring surfaces are wiped down and soap dispensers are filled?

Parking Area

- Does the parking area have enough space to accommodate social distancing recommendations when working in the vehicles?
- Is there enough room to space the vehicles to keep all vehicle doors open during hands-on activities?
- Does the parking area provide ample areas with protection from the elements (e.g. sun, rain) to prevent people from grouping closely together in protected areas?
- If using an enclosed parking area (such as a fire bay), can the doors to the parking area be left open during the training to increase ventilation?
- Is the parking area closed to public access to limit outside exposure risk?

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Course Length

The training is designed to be delivered in three or more days, with a minimum of 24 *instructional* hours scheduled. (*Instructor Prep Guide*, page 4)

The National CPST Certification Training must be delivered in its entirety, in modular order, and may not be altered in any way, including addition or deletion of content. (*Instructor Prep Guide*, page 4)

Shortcuts in the training curriculum due to virus transmission concerns are not permitted.

Add time to the agenda to accommodate COVID-19 precautions. Consider that handwashing between transitions, additional breaks (e.g. if use of masks is mandatory) and other precautionary steps are likely to make many aspects of the training take more time to complete than is normally allotted.

Class Size

Class size should be reduced in order to maintain social distancing recommendations and to decrease sharing of equipment during the training.

Cloth Face Covering (Mask) Use

Masks are strongly recommended for everyone participating in a National CPST Certification Training.

The National Child Passenger Safety Board strongly recommends that mask use be mandatory in order to be fair to all possible students and Instructor Team members. High-risk students or Instructor Team members otherwise should be excluded from the training.

Lead Instructors have the authority to make mask use a requirement for the course.

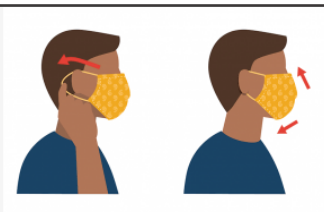
If mask use will be mandatory, will use apply to activities in the classroom only or during hands-on activities in the vehicles also?

If requiring use of masks, determine who will provide the masks. Inquire if the host agency, a sponsoring agency or the local public health authority is able to provide masks for the training. If needed, the cost of the masks can be added to the local course fee.

Proper mask use based on CDC guidelines should be promoted. ***Lead Instructors have the authority to require proper mask use during the course.***

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

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If students are required to provide their own masks, information should be shared that non-disposable [masks should be washed after each use](#).

Be aware that some people have a negative physical reaction to wearing a mask due to a sensitivity to carbon dioxide (CO₂), so they may need to go to a safe location and remove their mask for short periods of time. The Instructor Team should be aware of students' physical wellbeing such as profusely sweating or acting lightheaded when wearing a mask. Plan to have water and a climate-controlled area available for extra breaks as needed.

Disclaimer on Course Description

Add information outlining mask use requirements/recommendations for the training. Note whether the masks will be provided or if the students must provide their own masks.

Non-Compliance

All Instructor Team members and potential students must be made aware of mask use requirements/recommendations prior to the start of the training. This information must be reiterated at the start of Day 1 of the course. Students who feel they cannot adhere to the established mask use requirements must leave immediately. If a student chooses to leave, inform them they can submit an [emergency fee course refund application](#).

After the training begins, any Instructor Team member or student not following the established mask use requirements must be dismissed by the Lead Instructor. Dismissed students are not eligible for the course fee refund. Extenuating circumstances will be considered by Safe Kids Certification upon submission of an [emergency fee course refund application](#).

Health Screening

Prior to registering the training, determine which health screenings (e.g. self-report questionnaire, daily temperature checks) will be mandatory. Determine who will conduct the health screenings. Will the students self-report or will an Instructor Team member or host agency representative conduct the health screenings? Will temperatures be taken and, if so, what will the temperature threshold be?

Note: The CDC considers a person to have a fever when they have a measured temperature of 100.4 F. Determine if the state or local public health authority designates a different temperature threshold.

If at any time prior to or during the training a student feels sick and/or has symptoms of COVID-19, that student should leave immediately and not return for any part of the training. (Refer to the *Symptoms* sub-section of the *COVID-19 Overview* section.) Suggest the student submit an [emergency fee course refund application](#).

Disclaimer on Course Description

Add a disclaimer to the course description page if health screenings will be conducted. Explain what will be included in the health screening.

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Non-Compliance

All Instructor Team members and potential students must be made aware of health screening requirements prior to the start of the course. The information must be reiterated at the start of Day 1 of the course. Students with issues or concerns regarding the requirements must leave immediately and can submit an [emergency fee course refund application](#).

After the training starts, any Instructor Team member or student not following the established health screening requirements for the training must be dismissed by the Lead Instructor. Dismissed students are not eligible for the course fee refund. Extenuating circumstances will be considered by Safe Kids Certification upon submission of an [emergency fee course refund application](#).

Food and Refreshments

The safety of the students includes making certain they are adequately hydrated and have access to water.

Providing food and refreshments comes with additional responsibilities for contact prevention. If opting to do so, budget additional time and implement additional safety precautions.

When providing food and/or refreshments, continue to promote and practice social distancing recommendations. Place food and refreshments in close proximity to a hygiene station to promote proper hand hygiene. If providing food, consider providing pre-packaged, snack-size portions.

Encourage students to bring their lunch in lieu of going out to prevent unnecessary outside contact. Additionally, encourage students to keep food in a small cooler or cooler bag to reduce the use of a community refrigerator and/or gathering in the area of a community refrigerator.

Pre-Course Communication

Stress that all training is conducted in-person and will require working with other persons and in vehicles. Students should be aware of their [risk](#) prior to attending the course.

Students should be prepared to practice virus transmission [safety precautions](#) when participating in the training. Clearly outline precautions that will be taken during the training in the pre-course communication. Reiterate required mask use and health screening information. Let students know that if they are uncomfortable with the mandatory precautions, they may reschedule to another registered public course or submit an [emergency fee course refund application](#) to Safe Kids Certification.

Stress to students that their vehicles will be used by course participants, including students and Instructor Team members, for hands-on activities during the training.

As applicable, inform students of their responsibility to provide their own food and refreshments during the training.

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Prevention Coordinator

Consider designating a person whose sole focus during the course is to reduce risk of virus exposure. Responsibilities may include:

- Conducting or overseeing health screenings at the beginning of each day.
- [Ensuring that masks are worn properly](#).
- Reminding students and Instructors to wash and/or sanitize hands before and after hands-on activities.
- Making sure handwashing supplies and sanitizer are available and restocked as needed.
- Disinfecting common touchpoints throughout the training.

Supplies

Do not set out community supplies for course participants to share. Instructors should provide each student with the supplies they'll need or ask students to bring their own supplies including:

- Pen
- Highlighter
- Clipboard
- Locking clip

Remind students not to share or intermingle these items. A supplies container should be supplied for each student (i.e. baggie, bin or basket) in which to keep their items together. A supply of disinfectant must be available in the classroom so students can keep their items sanitized throughout the training following the CDC's [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#).

Inquire if the host agency, a sponsoring agency or the local public health authority is able to supply masks and/or hand sanitizer for the training.

Equipment

The National Child Passenger Safety Board strongly encourages that the equipment used during the course be designated for training purposes only.

Car seats used for the training should be marked clearly and used for training purposes only. No car seats still in use by children should be among training/demonstration seats. Additionally, car seats that will be distributed to families at a later point in time should not be used during the course.

When considering class size, try to limit the number to an amount that will allow students to work independently, as much as possible. Limit sharing of car seats, to the extent appropriate for properly conducting the training. Students should be strongly encouraged to wash and/or sanitize their hands immediately prior to and after handling training car seats.

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Cleaning and Disinfection

Cleaning and disinfection should follow the latest federal, state and local public health authority guidelines. [Cleaning](#) with soap and water removes germs, dirt and impurities from surfaces. It lowers the risk of spreading infection. [Disinfecting](#) kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Classroom and Facility

For classroom cleaning and disinfection, follow the CDC's [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#). The Environmental Protection Agency provides additional guidance on [safe and effective disinfectant use](#).

Ask if the facility has an established cleaning and disinfecting policy. Establish a contact to discuss needs and to request assistance during the training if the need arises. Determine who will be responsible for the cleaning and disinfecting of the classroom and common touchpoints and how often this will be done.

Hand Cleaning Supplies

Classroom, activities, and parking areas must be equipped with an ample supply of hand sanitizer containing at least 60% alcohol. It is highly recommended the Instructor Team supply the hand sanitizer for the training, adding any expense to local course fees (if not provided by the host or another donor). If hand sanitizer will not be provided, students should be warned before the training begins and told they are required to bring their own (however, in this case, a backup supply must nonetheless be provided by the Instructor Team). Consider the best way to distribute hand sanitizer while working in all training areas, such as by supplying individual bottles to each person in attendance, setting up stations in multiple areas (to avoid clustering), etc.

Car Seats

Clean and disinfect car seats only as directed by the respective car seat manufacturer.

Students should be strongly encouraged to wash and/or sanitize their hands immediately prior to and after handling training car seats. Ensure each student has hand sanitizer and/or hand sanitizer is available at each work station.

Vehicles

At the time of this document, concrete guidelines for disinfecting vehicle occupant restraint systems is not available.

Students should be informed prior to the start of the training that their vehicles will be used by course participants, including students and Instructor Team members, for hands-on activities during the training.

For cleaning guidance, refer students to their vehicle owner's manuals.

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Students should be strongly encouraged to wash and/or sanitize their hands immediately prior to and after working in each vehicle. Ensure each student has hand sanitizer and/or hand sanitizer is available at each work station.

Activities and Learn-Practice-Explains

The activities and Learn-Practice-Explains (LPEs) are valuable instruction tools and designed to engage the adult learner.

Activities and LPEs must not be eliminated from the training due to virus transmission concerns.

Many of the activities and LPEs are structured for students to work with a partner. Students must be reminded to continue practicing virus transmission practices, such as mask use and social distancing, while completing activities and LPEs.

Consider having the students work with the same partner throughout the training. A set seating plan may help to accommodate this.

Remind students to wash and/or sanitize hands before and after each activity and LPE.

Vehicle Use

If possible, it is recommended that only one student work in a vehicle at any point in time. Keep vehicle doors and windows open during hands-on activities.

Limit time in vehicles to hands-on activity. Students should step outside the vehicle to refer to the vehicle owner's manual, complete paperwork and converse with Instructors.

Quizzes

When administering quizzes, consider the following suggestions:

Instructors

- Wash and/or sanitize hands before handing out quizzes.
- Disinfect pens prior to and after grading each quiz.
- Wash and/or sanitize hands prior to and after grading each quiz.
- Wash and/or sanitize hands after handling quizzes and quiz answer sheets.
- Collect and discard/recycle quizzes.

Students

- Wash and/or sanitize hands before accepting the quizzes and quiz answer sheets.
- Disinfect pens prior to and after taking the quiz.
- Practice social distancing during testing and grading.
- Wash and/or sanitize hands after handling returned quiz answer sheets.

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Skills Evaluations

When administering skills evaluations, consider the following suggestions:

Skills Evaluation 1

Vehicles

- Keep vehicle doors and windows open.
- Practice social distancing at all times.
- Set up duplicate stations if enough vehicles with similar attributes are available.
- If students are working in outboard positions, alternate sides for scenarios to practice social distancing.
- One student works in a vehicle at a time.
- Limit time in vehicles to hands-on activity. Students should step outside the vehicle to refer to the vehicle owner's manual, complete paperwork and converse with Instructors.
- Everyone sanitizes their hands before and after each scenario. Have hand sanitizer available at each work station.

Disclaimer: Any cleaners and/or disinfectants used on or in a vehicle must be approved by the manufacturer for such use to ensure damage does not occur.

Skills Evaluation 2

Classroom

- Practice social distancing at all times.
- Disinfect common touchpoints prior to and after the classroom portion of Skills Evaluation 2.
- Everyone sanitizes their hands before and after each scenario. Have hand sanitizer available at each work station.

Disclaimer: Any cleaners and/or disinfectants used on car seats and their components must be approved for such use to ensure damage does not occur.

Vehicles

Refer to considerations for Skills Evaluation 1.

Skills Evaluation 3

Leave the pages with the images for Skills Evaluation 3 in the *Technician Guide* (Appendix pages A-13 through A-28).

After completing Skills Evaluation 3, have the students remove *Technician Guide* pages A-13 through A-28 and turn them in to the Instructor Team.

Refer to suggestions for Quizzes.

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Skills Evaluation 4

Skills Evaluation 4 should involve actual car seat checks, if at all possible. A larger checkup event area may be needed to support social distancing guidelines.

Appointments are strongly suggested to control attendance and social distancing requirements. In the case of low attendance, refer to guidance provided in the *Instructor Prep Guide*.

Extra time should be added because car seat checks with added precautions may take quite a bit longer.

The Instructor Team should discuss and agree on whether the car seat checks will be conducted with hands-on assistance or verbal-only assistance, so all students are required to perform the same way.

Caregivers should be notified in advance of social distancing, mask use requirements and other health screening procedures such as taking temperatures and questionnaires. If it will be a no-contact car seat check, inform caregivers they will be completing 100% of the installation with only verbal guidance at the event and they need to bring another individual to supervise any children they bring to the checkup event.

- ***Masks are strongly recommended for everyone participating in the checkup event.*** Note: [Children under the age of 2 should not wear masks.](#)
- Social distancing should be practiced at all times.
- Everyone sanitizes their hands before and after each appointment. Have hand sanitizer available at each work station.
- Shared supplies and equipment must be disinfected between appointments.
- Be familiar with any additional health screening requirements the host agency has established.

Resources

CDC 2020, [Coronavirus Disease 2019 \(COVID-19\).](#)

CDC 2020, [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.](#)

CDC 2020, [How to Protect Yourself & Others.](#)

CDC 2020, [People Who Are at Increased Risk for Severe Illness.](#)

JPMA 2020, [COVID-19 Tips: Cleaning Car Seats.](#)

Safe Ride News 2020, [Refresher Course: Basic Guidelines for Cleaning CRs.](#)

Safe Kids Worldwide 2020, [Car Seat In-Person Inspection Suggestions.](#)