**Communicable Disease Training Program**

**1   PURPOSE AND SCOPE**

The purpose of this policy is to establish a training program to ensure members have the skills and knowledge to protect themselves against communicable diseases.

**2   POLICY**

It is the policy of the department to make members’ health and safety a priority by providing initial and recurring communicable disease training.

**3   TRAINING REQUIREMENTS**

The Health and Safety Officer, working with the Training Officer, should be responsible for:

1. Developing and implementing a training program on the Communicable Diseases Policy and an exposure control plan.
2. Remaining current on all legal requirements concerning communicable disease training mandates and reasonable training goals.
3. Maintaining an up-to-date list of personnel requiring training.
4. Maintaining class rosters and quizzes and periodically reviewing and updating the training program.
5. Ensuring that the training mandates set forth in federal and state law and regulations are included in the training program and are met by all members.

**4   MEMBER TRAINING**

Any member whose duties place the member at risk for exposure to communicable disease should receive department-provided, no-cost training during working hours.

**5   TRAINING RECORDS**

The Training Officer should be responsible for maintaining records of all communicable disease training provided to members. Records should include but are not limited to:

1. The dates of the training sessions.
2. A list of the topics or a summary of the content of the training sessions.
3. The names or other identifiers and job titles of the members who received the training.
4. The names, certificate numbers, and qualifications of persons conducting the training.

The Training Officer should maintain the training records in accordance with established records retention schedules.

**IMPLEMENTATION GUIDANCE**

***The following information is provided to assist you in implementing this policy and should be deleted before the policy is issued to agency personnel.***

**Communicable Disease Training Program**

This policy is being provided to contribute to the ongoing discussions and actions regarding COVID-19 (coronavirus disease 2019).

This policy is intended as a starting point for departments preparing policies for dealing with communicable diseases such as COVID-19 and exposure to the coronavirus. This is a national-level policy and does not include applicable state or local requirements.

Lexipol is not your agency’s policy maker. Your agency is responsible for reviewing, customizing, and adopting any version of this policy for your agency. Neither the policy nor any information provided should be considered to contain legal advice or opinions. You should contact your legal counsel to obtain legal advice.

This policy addresses training requirements agencies should provide for potential exposures to communicable diseases and establishes a training program to ensure agency members have the skills and knowledge to protect themselves against communicable diseases.

**CUSTOMIZATION**

You should consult your agency’s legal counsel to customize this policy to meet your department’s practice.