

Itasca Gun Club

Operating Rules for Teaching Classes in the COVID Era (COVID-19 Preparedness Plan as Required by Minnesota)

Last Revised 2020 06 02

Occupancy

- As of June 1, 2020, we're limited to 10 people in the classroom. If there are 2 instructors, 8 students are the maximum. More instructors reduced the number of students allowed.

Changes to the classroom and range

IGC volunteers did a risk assessment on the classroom and indoor range, then made the following changes.

Classroom risk reduction

- The classroom was deep cleaned in April.
- Tables and chairs have been moved so up to 13 students can use the room. However, we're restricted to a total of 10 people in the room right now, so 5 of the chairs will not be used.
 - Keeping the first table open will provide good separation between instructors and students; greater than 10 feet.
- All other furniture has been removed from the classroom.
- Items that had been lying on surfaces have been removed to minimize potential hand contamination. Remove any materials you see as a possible problem.
- The refrigerator has been emptied, and coffee equipment removed. There will be no communal food or beverages available.
- Pens/pencils will not be provided unless someone forgot.
- A sanitizing station has been set up by the microwave, with hand sanitizer and surface sanitizer.
- There will be hand sanitizer by the front door that can be used as people enter and exit the building.
- There are soap dispensers at the two sinks.
- There will have to be a couple of masks if people forget, or if a mask gets torn or damaged.

Range risk reduction

- Hard plastic barriers have replaced the cloth curtains on the lanes, as they're easy to sanitize.
- Lanes 1, 3, 5 and 7 are open. The retrieval systems have been disabled on lanes 2, 4 and 6.
- The concrete bench at the firing points has been sealed by painting with a concrete sealing paint. This area can be sanitized between students.
- There are new rubber mats which replace the old pieces of carpet. These can be sanitized.

- Extraneous equipment has been removed.

Operating Procedures

Classroom Use

- Arrive early, pre-sanitize surfaces that will be used.
 - Tables
 - Door handles
 - Sink handles
 - Light switches
 - Refrigerator handles
 - Non-porous surfaces on chairs
- Bring the minimum number of handguns and holsters needed to teach the class. Lay them out for easy access but use tables to block student handling. Whatever you bring, you are responsible for handling and sanitizing.
 - Lay student packets and paperwork on the tables with sanitized hands. Pay attention to what you're handling and re-sanitize as needed.
 - Include membership application forms
- Students must bring their own mask – cloth, surgical or N95. They must wear it indoors. The safe zone for mask removal is outside. They can remove masks for eating, place the thing on a clean paper towel until done eating.
- Students need to bring their own coolers for lunches, snacks and beverages that require refrigeration; thermoses for coffee, etc.
- Students should bring their own writing tools – pen/pencil. If they forget, give them one and tell them to keep it.
- Leave chairs where they are.
- Make sure hand sanitizer and paper towels are available.
- Mix sanitizer, then transfer to spray bottles. Keep the bottles about half filled. 1/3 cup of bleach in 1 gallon of water.
- Instructors need to wear a mask and/or face shield (provided). Distancing is important. Like any safety practice, you are setting the standard for students.
- If it's hard for an instructor to speak or be heard through a mask, make sure the instructor position is over 10 feet from the nearest student. Sanitize your hands. Set your mask on a pre-determined sanitary spot. Speak without a mask, but preferably with a shield.
- Greet each student at the door. Be welcoming and professional. There's a hand sanitizing station there.
- Make sure they have a mask.
- Have them use a clean pencil to sign in, sign the waiver, and they should keep that pencil.
- When beginning the class, Explain:
 - COVID-based procedures, including what we will do and how we will sanitize things.
 - Expectations for students adhering to policy and procedures.
 - Point out the sanitizing stations, where spare gloves and masks are.
 - Handguns should be left in cars, not brought into the building.

- To minimize paper handling, if students fill out the standard waiver with their full legal name, the instructor could use that for filling out certificates. Or, they fill out cards with their full legal name on it. Or they display their drivers license when the certificate's getting filled out. We need to save the waivers and a class roster.
- Students need to know that distancing on the firing line is difficult. Everyone needs to use common sense and minimize contact. Safety requires that instructors must be able to prevent accidents, so distancing may be minimal. Point out that exhaust fans are running in the range.
- If guns need to be transferred in the range (instructor clearing a malfunction) the gun should either be wiped with Isopropyl or the instructor should sanitize their hands before accepting the pistol and after returning it.
- Be aware of what people are doing and touching. Plan to regularly sanitize those areas when you can do it without excessive spraying. Always point the muzzle of a spray bottle in a safe direction when spraying. No overspray on people or into their airspace.
- Be visible when doing sanitizing. We want people to know we're doing our best to create a safe environment for them. Wear latex/nitrile gloves while handling bleach solution.
- Use the provided sanitizer and fresh paper towels. Glove up, spray, let sit for a couple of minutes and wipe off. Extra towels are in the cabinets in the bathroom.
- If it's a decent temperature day, open the door to allow air exchange. One of the risks of COVID transmission is a group of people sharing the same air for extended periods.
- Collect leftover packets and paperwork.
- Sanitize room surfaces again.
- Remove trash at the end of the class. There's no longer garbage service, so deal with the bags on your own. You can take them to the outdoor range and dump them in the trash cans there.

Range Use

- Firearms safety is more important than COVID-19 safety. Use common sense.
- Movement to the range should follow this procedure:
 - The door between the classroom and ready room will remain closed.
 - Entrance to the range will be from outside the building to the ready room door.
 - An extra instructor should enter the range through the outside ready room door. This avoids more than 10 people together at a time. Two instructors are needed on the shooting line to monitor safety and coach students in shooting skills, and one instructor observes from the upper floor area.
 - After the exam, students should leave the classroom, retrieve their equipment from their cars, and enter the ready room from outside. Before moving into the range, students should have gathered everything they need – firearm, ammo, eye and hearing protection, dummy rounds.
 - Students then file down to the range, with the first person moving down to lane 7.
 - People from the same households should be positioned near each other.
 - When shooting is complete, the instructors should fill out / sign certificates, and students head outside through the ready room door. Hang new targets, sanitize things that get touched and bring in the next four.

- Pre-sanitize:
 - Door handles
 - Light switches
 - Stair railing
 - Retrieval mechanisms
 - Target clips
 - Bench surface at the firing line
 - Rubber mats
 - Bench surface on the ready line
 - Plastic sheets dividing the lanes
 - Broom and dustpan handles
 - Microphone
 - Dummy rounds
- Instructors will have to transfer guns when clearing malfunctions. Either have a spray bottle of Isopropyl and paper towels for sanitizing guns or instructor should use hand sanitizer before and after the transfer.
- Instructors on the firing line will stand in the areas of the vacant lanes, and wear masks and / or shields. Firearm safety is primary, and instructors may have to move close to a student to prevent problems.
- Check students for correct eye and ear protection. Counsel on how to use foam plugs if needed.
- Make sure posters are up at each lane – [Range Commands](#) and [Course of Fire](#).
- Students should file down into the range, and fill lanes from the rear first so they don't have to shuffle past each other. Exit with the same strategy – lane 1 leaves first, lane 7 leaves last.
- Use only odd numbered lanes, 4 shooters total.
- Instructors need to minimize contact with each other and with students. Instructors will move to the firing line in a way that minimizes contact with students.
- Students should put their pistol on the rubber mat when not in use.
- The reason for dummy rounds is to have the students go through a loading/unloading drill safely, since the instructors need to minimize time looking over their shoulder. Have students go through loading magazines, inserting magazines, chambering and unchambering rounds. When they're comfortable, have a bucket to collect the dummy rounds and sanitize them for the next students. Let them air dry or wipe in between students.
- If a student needs help with a malfunction, an instructor will attempt to talk the student through the malfunction. If this does not work, that student will lay the malfunctioning gun down on the rubber mat and step to the side so the instructor can clear the malfunction and then lay the firearm back on the rubber mat.

Instructor Responsibilities

- Be a role model for both COVID and firearm safety.
- COVID is a disruption to classes and the teaching mindset. While being COVID conscious, keep your focus on the reason for teaching – education, training and qualification.

- Instructors, not the Gun Club (unpaid volunteers) are responsible for cleaning and sanitizing before, during and after their class. Instructors are making money teaching classes, and it's not fair to expect that volunteers should clean up after them.
- Don't engage in political arguments about pandemics and personal freedom. People seem to want to talk about it. Everyone is guaranteed to have an opinion, but we want to move along, and not share air longer than needed. Focus on the objectives of a Permit to Carry course. Politely and firmly lead the course. This is the same as working with the occasional person who wants to argue gun topics.

Student Responsibilities

- Wear PPE and follow procedures, for both classroom and shooting.
- Students are responsible for following IGC, state and federal guidelines for COVID-19 protection.

The Attached Operational Rules for
Class Room Teaching During the Covid-19 Era
Were Voted On and Approved By The
Itasca Gun Club Executive Board on June 2, 2020



Joe Oliver

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June 2, 2020



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Steve Benson

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June 2, 2020