

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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WHAT LAW ENFORCEMENT PERSONNEL NEED TO KNOW ABOUT THE CORONAVIRUS DISEASE 2019 (COVID-19)

I. PURPOSE

The purpose of this training bulletin is to provide guidance to law enforcement staff in preparing for the 2019 Novel Coronavirus (COVID-19) in the Workplace.

II. BACKGROUND

Public health officials are responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China, but cases have been identified in a growing number of other areas, including in the United States. The virus has been named “SARS-CoV-2” and the disease it causes has been named “Coronavirus Disease 2019” (abbreviated “COVID-19”).

Patients with COVID-19 have had mild to severe respiratory illness: Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure to the virus that causes COVID-19. Symptoms can include fever, cough, difficulty breathing and shortness of breath.

The virus causing COVID-19 is thought to spread mainly from person to person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouth or noses, or possibly be inhaled into the lungs of people nearby.

Close contact increases your risk for COVID-19, including:

- Being within approximately 6 feet of an individual with COVID-19, for a prolonged period of time
- Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

This guidance is intended to provide law enforcement personnel with general information regarding COVID-19, including recommendations to help minimize the spread of COVID-19, and answers to commonly asked employer-related questions about COVID-19.

For law enforcement personnel performing daily routine activities, the immediate health risk is considered low. This interim guidance does not modify any existing City policies or procedures.

III. TO PROTECT YOURSELF FROM EXPOSURE

- If possible, maintain a distance of at least 6 feet.
- Practice proper hand Hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available and illicit drugs are NOT suspected to be present, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Do not touch your face with unwashed hands.
- Have a trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assess and transport anyone you think might have COVID-19 to a healthcare facility.
- Ensure only trained personnel wearing appropriate personal protection equipment (PPE) have contact with individuals who have or may have COVID-19.

IV. IF CLOSE CONTACT HAS OCCURRED

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Follow standard operating procedures for the containment and disposal of used PPE.
- Follow standard operating procedures for containment and laundering clothes. Avoid shaking the clothes.

V. RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT (PPE)

Different styles of PPE may be necessary to perform operational duties. These alternative styles (i.e. coveralls) must provide protection that is at least as great as that provided by the minimum amount of PPE recommended:

- A single pair of disposable examination gloves
- Disposable isolation gown or single use/disposable coveralls
- Any NIOSH approved particulate respirator (i.e. N-95 or higher-level respirator), and
- Eye protection (i.e. goggles or disposable face shield that fully covers the front and sides of the face).

- **If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.**

VI. INSTRUCTIONS FOR MANAGERS/SUPERVISORS TO HELP PREVENT ILLNESS IN THE WORKPLACE

- Inform employees to stay home if they experience flu-like symptoms and to consult with their physician. This is the most important prevention measure and should be clearly communicated to all employees.
- Remind employees of proper hygiene. Encourage employees to wash their hands often with soap and water or use an alcohol-based hand cleaner. Encourage employees to cover their coughs and sneezes. Avoid touching your eyes, nose, and mouth.
- Display posters and other informational items that address and remind employees about proper hand washing, respiratory hygiene and cough etiquette. Examples of posters can be found at www.cdc.gov. Postings should be language and literacy level appropriate and displayed in visible and accessible areas (restrooms, break rooms, bulletin boards, etc.).
- The City will be posting updates on COVID-19 on the City's intranet. For employees without intranet access, provide any updates through bulletin board postings or handouts.
- Consider providing tissues, hand sanitizer, disinfectants and disposable towels for employees to promote healthful habits in the workplace. Encourage employees to clean their workstations and to keep common areas clean.
- Disinfect commonly touched hard surfaces in the workplace, such as workstations, counter tops, and bathroom surfaces using a regular household cleaning spray or wipe.
- Consider practices to minimize face-to-face contact between employees. For example, use phones or email or teleconferencing rather than meetings, if possible.
- If face-to-face meetings are necessary, try to avoid close contact between employees, and keep meeting rooms well ventilated, if possible.
- Encourage employees to not use other employees' phones, computers, desks, offices, pens, pencils, or other work tools and equipment. If an employee needs to use a co-worker's phone, computer, desk or other equipment, inform the employee to clean it first.
- Stay informed. Regularly view relevant resources (intranet, <http://citynet/>, www.cdc.gov, www.osha.gov, www.sdcounty.ca.gov) for up-to-date information on risk factors, vaccination updates, COVID-19 updates, protective behaviors, proper hygiene, and self-care. Management can also refer employees to these resources for more information.

VII. PREPARATION FOR WORK AND AT HOME

- It is always a good idea to be prepared.
- Each Department has a Continuity of Operations Plan (COOP) that ensures that the City can continue to deliver core services under emergency circumstances. The Police Department COOP is located in the Resource Library under Continuity of Operations Plan.
- Store a two-week supply of water and food.
- Check your regular prescription drugs to ensure a continuous supply in your home.
- Have any nonprescription drugs and other health supplies on hand.
- Get copies and maintain electronic versions of health records from doctors, hospitals, pharmacies and other sources and store them for personal reference.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.

VIII. SPECIFIC DIRECTIONS FOR EMPLOYEES EXHIBITING SYMPTOMS OR THOSE OTHERWISE EXPOSED

- Employees with respiratory symptoms and fever (>100F / >37.8 C) should remain home and consult their doctor for treatment.
- Employees who have productive coughs should stay home.
- Employees who have been to any part of China within the past two weeks should be excluded from work for 14 days, beginning the day after they left China.
- Employees who have been in close contact with a person with a laboratory-confirmed case of COVID-19 over the past two weeks should be excluded from work until cleared.
- Any employee who receives a notification from their doctor that they have tested positive for the virus should notify their supervisor immediately.

IX. WHAT IS A TRUE OR CONFIRMED EXPOSURE?

- Being within six (6) feet of a person suspected of having COVID-19.
- For a prolonged period of time (over two minutes).
- Without full PPE (Personal Protective Equipment).
- The person suspected of having COVID-19 ultimately tests positive for the virus.

XII. WHAT ARE RECOMMENDATIONS FOR A TRUE/CONFIRMED EXPOSURE?

Employees who believe they have been exposed to COVID-19 shall:

- Isolate themselves from others with at least six feet of clearance.

- Request a supervisor, if one is not already at scene.
- Decontaminate immediately. Actions may include:
 - Wiping exposed skin with alcohol wipes or hand sanitizer.
 - Thoroughly washing their hands with soap and warm water for at least 20 seconds.
 - Clean and disinfect duty belt and gear prior to reuse.
 - Removing soiled clothing, if practical.
- Cooperate with all directives of the San Diego County Public Health Officer. Such directives may include:
 - Quarantine at home.
 - Maintain a log of temperature readings for up to 14 days.
 - Separate yourself from family members.
 - Isolation at a hospital.

The supervisor who responds to a request where an employee may have been exposed to COVID-19 shall:

- Review the details of the potential exposure to determine the correct level of risk, in accordance with guidelines established by the Centers for Disease Control and Prevention (CDC).
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- Contact the Medical Assistance Unit, for advice.
- Notify the San Diego Police Department Medical Assistance Unit, or after hours, contact the Watch Commander who will notify the 24-hour on call personnel.
- Based upon the advice of the Medical Assistance Unit, advise the employee and the employee's supervisor of any required next steps.
- The responding supervisor shall ensure that notification is made to the affected employee's chain of command.
- Ensure the employee follows the advice of medical personnel regarding decontamination.
- The employee's supervisor shall complete the Employee Injury Package. That can be found on the [F: Drive, Medical Assistance, Injury Package](#).

XIII. WHAT IS CONSIDERED PROPER DECONTAMINATION (DECON)?

- Washing hands/exposed body parts with soap and water for a minimum of 20 seconds.
- Disposal of N95 or greater face mask after 4-6 hours of use or directly after a high-risk exposure
- Disposal of Nitrile gloves immediately after use.

- Removal of and washing of uniform after direct exposure (uniform can be placed in a paper bag for transport until it can be washed).
- Duty belt/gear can be wiped down with an approved disinfectant.

XIV. WHAT IS THE PROCEDURE FOR VEHICLE DECONTAMINATION?

- The employee's supervisor will contact the Central Garage and report a possible bio-hazard contamination of COVID-19.
- The exposed employee's vehicle will be transported to the employee's assigned division, locked, secured, quarantined, and marked "Contaminated" on the windshield.

XIV. PREPAREDNESS RESOURCES

- Continue to monitor the Citynet for COVID-19 information links for the latest guidance and information related to the COVID-19 virus.
 - a) <http://citynet/>
- The internet is the best resource to obtain comprehensive up-to date information on COVID-19. Employees can be referred to the following websites for more information:
 - a. <http://citynet/>
 - b) www.cdc.gov
 - c) www.sdcountry.ca.gov
 - d) www.who.int/en
 - e) www.OSHA.gov
- Employees can call 1-800-CDC-INFO or 2-1-1 for more information about preparing for COVID-19.
- The Department's Wellness Unit is available to help employees with personal, health and social problems which affect their work. Access is voluntary and confidential and is a valuable resource available to employees. Employees may call the Wellness Unit at (619) 531-2740 to set up an appointment.
- Employee Assistance Program (EAP) is another option the City provides to help employees with personal, health and social problems which affect their work. EAP is voluntary and confidential and is a valuable resource available to employees. Employees may call EAP at (619) 533-3460 to set up an appointment.
- Call the Department of Human Resources at (619) 236-6313 with any questions.

The guidance in this document may change as additional information about COVID-19 becomes known. Please check the City's intranet, and www.cdc.gov for updated guidance.

The information regarding COVID-19 is very fluid. As information becomes available, it will be disseminated as soon as is practical. Questions regarding the content of this bulletin, should be directed to the Captain Darryl Hoover with Homeland Security at dhoover@pd.sandiego.gov.

To ensure all employees have a clear understanding of this policy, commanding officers shall review this Departmental Bulletin with all employees in their commands.

[Department Procedure 5.01 will be updated to include segments of this Training Bulletin.](#)