

# County of Santa Clara

## Office of the Sheriff

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## MEMORANDUM

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Laurie Smith  
Sheriff

**TO** : All Staff

**FROM** : COVID-19 Incident Command Center

**SUBJECT** : ICC Directive 20-01 (COVID-19 Exposure)

**DATE** : March 20, 2020

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The Incident Command Center's goal is to protect the health and safety of all Sheriff's Office Personnel. As part of this effort we are establishing guidelines for all things COVID-19 related. Below are current guidelines for what constitutes an exposure to COVID-19, and what to do in the event an exposure occurs. Keep in mind this is an evolving situation, and certain aspects of these guidelines established below may need to be modified as this pandemic continues. As essential personnel we are all responsible for the continued safeguarding of our community. We are asking everyone to assist us in our efforts to continue providing a high level of service to our community during this crisis.

### DEPARTMENT EXPOSURE PROTOCOL

The virus causing COVID-19 is called SARS-CoV-2. It 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. These droplets can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. COVID-19 symptoms include: fever, cough, difficulty breathing, shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, and bluish lips or face.

Close contact with an exposed person may include:

- Being within approximately 6 feet of an individual **with** COVID-19 for a prolonged period of time, with no PPE in place.
- Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual **with** COVID-19.

If any of our personnel meet the above definition of close contact with COVID-19 and their PPE gear has failed, was compromised, or was not being utilized, they need to notify their immediate supervisor via phone and report possible exposure.

- For clarification, Personal Protective Equipment includes all of the following: **N95 Mask** - that creates a snug seal around nose and mouth, **Goggles** – that form a protective seal around the eyes, preventing objects or liquids from entering under or around the goggles, and **Nitrile or latex Gloves**. **Doctors and nurses working in our hospital facilities are wearing same or similar PPE to treat patients that have tested positive for Covid-19**

In the event an employee reports a possible exposure to their supervisor, the supervisor will have the employee decontaminate following the CDC Protocol.

### **CDC DECONTAMINATION PROTOCOL:**

- Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
- Use care in handling used PPE and ensure it is disposed of.
- Use care in handling contaminated clothing when laundering clothes and avoid shaking the clothes.
- After handling PPE and clothing, wash your hands for at least 20 seconds with warm water and soap.
- Remember not to touch your face. Note, if the virus is on your hands, it cannot enter your system unless it reaches your nose, mouth, or eyes.

We are currently working on setting up department-wide decontamination areas at various locations; in the meantime we are advising all employees to decontaminate in a safe and isolated area.

After decontamination, the supervisor will evaluate the details of the exposure and determine if the employee can continue working.

- Examples of exposure include, but are not limited to: **1.** Direct close contact with an infected person displaying symptoms, combined with PPE failure or non-implementation. **2.** Having direct contact with infected bodily fluids; such as, blood, phlegm, and respiratory droplets; combined with the belief that these fluids may have entered the employees nose, mouth, or eyes.

We understand that our supervisors are not medical experts. We are asking all supervisors to use their best judgment in determining if an employee has been exposed to COVID-19, and therefore needs to be sent home. If in their discretion they deem it necessary to obtain guidance from medical personnel, they can contact EMS for further direction. Remember, this information is right to know need to know.

If it is determined the employee can continue working, the supervisor will discuss the options available with the employee. The model currently being followed is that employees may use their individual sick leave to go home after perceived exposure, if they are required to remain working, but feel it is necessary to their physical/mental health to be released from duties.

If an employee is sent home, they should monitor themselves for symptoms. If the employee is experiencing symptoms, the employee will contact their immediate supervisor who will advise their chain of command and the HIP Coordinator. The Supervisor should instruct the staff

member to *immediately* don a mask (surgical or N95 as available) and isolate away from others. The HIP Coordinator will collect the following information from the symptomatic employee:

- a. Name, date of birth, phone number, home address
- b. Date of symptom onset, symptoms (fever, chills, body aches, sore throat, runny nose, cough, shortness of breath, and any others)
- c. Whether the employee is sick enough to need to go to an urgent care or emergency room

The HIP Coordinator will then make contact with Public Health to start the process of approval to be tested. If approved the HIP Coordinator will make contact with the employee and provide instructions. There is nothing prohibiting an employee from seeking treatment from their primary care physician, and this should be communicated to HIP by the employee.

Test results will be relayed directly to the employee when available, usually 24-48 hours after collection. **The employee is charged with relaying results to HIP Coordinator.**

The Sheriff's Office has prepared a video that addresses the proper donning and doffing of PPE equipment, and removal and sterilization of equipment in extreme cases of confirmed COVID-19 exposure. The video is located on the attached link below.

[http://soweb/COVID19/PPE\\_Review\\_Video.mp4](http://soweb/COVID19/PPE_Review_Video.mp4)

Please keep in mind that there is no treatment for COVID-19 and employees who display symptoms may be able to isolate and care for themselves at home without further medical intervention.