Sheriff's Office COVID-19 Exposure Protocol

Exposure Defined
- **Being within 6 feet of a person with COVID-19 for 60 + minutes; or**
- **Having contact with body fluids from a person with COVID-19 (blood, phlegm, respiratory droplets)**

Possible Exposure
Contact with person exhibiting COVID-19 symptoms **(ONLY)**

Confirmed Exposure
Contact with person **positive** COVID-19 test

Using proper PPE AND/OR no prolonged close contact with individual

Prolonged close contact AND no PPE

Prolonged close contact AND/OR contact with bodily fluids

Using proper PPE AND/OR no prolonged contact

Remain at Work

Employee Responsibilities
- **Immediately** notify Supervisor
- **Monitor** for symptoms:
  - Fever,
  - Cough,
  - Difficulty breathing,
  - Pressure or pain in chest

Supervisor Responsibilities
- **Notify** HIP Coordinator;
- **Tell** Employee to follow CDC Decontamination Protocol;
- **Determine** if Employee can return to work or takes sick leave;
- *** Sworn:** Also, document exposure in Sergeant's Log.

Supervisor Responsibilities
- **Notify** HIP Coordinator;
- **Tell** Employee to follow CDC Decontamination Protocol;
- **Instruct** Staff to immediately don a mask;
- **Determine** need for Admin leave;
- *** Sworn:** Also, document exposure in Sergeant's Log.

Employee Responsibilities
- **Immediately** notify Supervisor
- **Monitor** for symptoms:
  - Fever,
  - Cough,
  - Difficulty breathing,
  - Pressure or pain in chest

Remain at Work

Monitor symptoms

No Symptoms Develop
Report to work

Symptoms Develop
- Don a mask
- Seek medical attention
- Notify Supervisor

No Symptoms Develop
Report to work or request sick leave

Symptoms Develop
- Don a mask
- Seek medical attention
- Notify Supervisor

HIP Coordinator Responsibilities

-Collect information from employee:
  - Name, date of birth, phone number, home address,
  - Date of symptom onset, symptoms,
  - Record if employee needs urgent or emergency care
- Contact Public Health to start testing approval process,
- Help employee fill out necessary paperwork for leave and process for returning to work

---

Coordinate with HIP to request test for COVID-19

Employee shall Report results to HIP Coordinator

Coordinate with HIP to request test for COVID-19

Employee shall Report results to HIP Coordinator