

# COUNTY OF SANTA CLARA

## Office of the Sheriff

55 West Younger Avenue  
San Jose, California 95110-1721  
(408) 808-4605



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Laurie Smith  
Sheriff

### MEMORANDUM

**TO:** All Staff

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

**SUBJECT:** ICC Directive 20-13 (Decontamination Procedures - Custody Bureau)

**DATE:** 04/16/2020

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#### **Santa Clara County, Office of the Sheriff Decontamination Procedures, Custody Bureau**

#### **OBJECTIVE:**

The Santa Clara County Office of the Sheriff is committed to protecting the health and safety of all Sheriff's Office personnel and the residents we serve. As part of that commitment, the Sheriff's Office Jail Facilities (Main Jail Complex, Elmwood Correctional Facility) will operate and maintain decontamination areas during the COVID 19 operational period. The purpose of these decontamination areas are to provide a location and procedures for personnel who have been exposed, or are suspected to have been exposed to the COVID 19 virus, in a manner that safely decontaminates the employee and contributes to maintaining a clean work environment. The use of the decontamination area will be made available to all Sheriff's Office sworn personnel and Custody Health personnel under the direction of the Sheriff's Office Custody COVID 19 Exposure Team (CET) in conjunction with the Virus Response Team (VRT)

#### **DEFINITIONS:**

A. COVID-19 Exposure Team (CET)– The CET is a team created by the Sheriff's Office in response to the COVID-19 pandemic. The team is comprised of sworn Sheriff's Office personnel. The CET assists deputies within a custodial facility when needed with donning and doffing PPE, decontamination, and aid in replenishment of supplies. The CET also operates and maintains the Sheriff's Office Custody decontamination areas within each facility (Main Jail Complex, Elmwood Correctional Facility) and delivers training to deputies regarding COVID-19 related issues.

B. Virus Response Team (VRT) – The VRT is a team created by the Sheriff's Office in response to the COVID-19 pandemic. The team is comprised of sworn Sheriff's Office personnel. The VRT assists deputies in the field and within a custodial facility when needed for donning and doffing PPE, decontamination, and replenishment of supplies. The VRT also operates and maintains the Sheriff's Office decontamination facility and provides training to deputies regarding COVID-19 related issues.

C. COVID-19 – COVID-19 is the abbreviation for the novel coronavirus disease discovered in 2019, which is caused by the coronavirus SARS-CoV-2. COVID-19 is a disease not previously seen in humans, and the outbreak has become a Global Pandemic. The virus is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of

people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about six feet).

## PROCEDURE:

### A. DETERMINING THE NEED FOR DECONTAMINATION

a. Deputies and/or supervisors will take careful consideration of the facts and circumstances of a possible COVID-19 exposure incident when evaluating the need for a complete decontamination. Considerations may include:

i. The deputy was within approximately six feet of an individual for a prolonged period of time, with no PPE in place, when that person is known to have COVID-19, or is displaying COVID-19 symptoms (described by CDC as fever, cough, shortness of breath, persistent pain or pressure in the chest, new confusion or inability to arouse, or bluish lips or face).

ii. The deputy had direct contact with bodily fluids of an individual (such as blood, phlegm, or respiratory droplets) when that person is known to have COVID-19, or is displaying COVID-19 symptoms, regardless of whether the deputy was wearing PPE or not.

iii. The intent of this decontamination process is to assist the deputy in thoroughly decontaminating their equipment, clothing, and body to prevent them from contaminating themselves or others, or contaminating surfaces they come in contact with. This decontamination process is not a medical treatment for a person who has been actually infected by the COVID-19 virus or any other pathogen.

b. Deputies and/or supervisors will consult with the CET to help make a determination for the need to decontaminate a deputy or vehicle (R1/Hospital Transfer). The CET can be contacted via pack set radio or landline.

c. The CET and supervisors will generally err on the side of caution when deciding whether decontamination is necessary, however, the CET may deny usage of the decontamination area if the decontamination procedure is reasonably determined to be unnecessary based on the facts and circumstances of the event.

d. The supervisor on scene and/or the CET should interview the deputy and all other deputies on scene to determine whether any other people may have been contaminated and to identify surfaces the deputy may have come in contact with that will require disinfecting.

### B. CONTACTING C.E.T. FOR A CONTAMINATED STAFF MEMBER

a. Notification of Staff exposure

i. Facility Sergeants, Facility Control and/or Deputies will notify CET directly via landline or pack set radio. They will notify CET of droplet exposures immediately to expedite the decontamination process.

### C. DECON BAGS

a. It is suggested that Sheriff's Office personnel keep a small bag containing clothing and toiletries to be used during the decontamination process. The bag should minimally include the following:

i. One clean t-shirt

ii. Shorts or pants

iii. Undergarments

- iv. Sandals that can get wet
  - v. Towel
  - vi. Shampoo and soap
- b. It is recommended that the items in the Decon Bag be sealed in Ziploc style bags to ensure they stay free of contaminants.
- c. Decon Bags should be stored in assigned facility lockers to keep them as clean as possible during a shift.
- d. Bags should be clearly marked, “Decon Bag,” so it is easily identifiable by coworkers who will retrieve and transport it. In order to keep the Decon Bag as free from contaminants as possible, it should not be handled by the potentially contaminated deputy until after the decontamination process.

#### D. DECONTAMINATION PROCEDURES

a. The Sheriff’s Office has set up areas at the Main Jail Complex and Elmwood Correctional Facility that allow for the systematic, thorough, and modest decontamination of individuals who are suspected of having been exposed to COVID-19.

- i. Main Jail Complex Decontamination Area: Basement Classification Dress-Out Room B.

- ii. Elmwood Correctional Facility: W1 Building Dorms BA and BB.

b. CET contact with affected staff member.

- i. After notification, CET will immediately respond to the scene of the exposure and make contact with the affected deputy and initiate the decontamination process.

- ii. The exposed deputy should use hand sanitizer and don a pair of latex gloves, N95 mask, and eye protection to avoid self-contamination.

- iii. CET will assess the condition of the deputy and quickly gather the necessary information about the type of exposure and determine if the deputy needs decontamination.

- iv. One CET member will escort the affected deputy to the Decontamination Shower, located in Main Jail Dress Out Room “B” for Main Jail Staff Members and W1 Dorms BA for Elmwood Correctional Facility Staff Members. The second CET Deputy will retrieve the affected staff member’s Decon Bag and bring it to the decontamination area in a manner that prevents it from becoming contaminated.

c. The CET member directing the process will refer to the decontamination procedure instructions, which will be posted in each decontamination area. The posted instructions will have detailed step by step instructions for the decontamination process. Decontamination procedures are generally outlined in this policy, but more detailed procedures will be constantly evaluated and updated. These updates may include changes to the procedures due to new equipment, supplies, or if new information is learned about COVID-19 or decontamination procedures.

d. The decontamination process is a multi-step process. The steps described in this policy are intended to give personnel a general knowledge of the decontamination process and should not be referred to as instructions to conduct a decontamination at the Sheriff’s Office facility.

- i. Use of sanitizing agents and donning of proper PPE to prevent possible infection or cross-contamination;

- ii. Removal and decontamination of boots;

- iii. Removal and decontamination of badge, name tag, contents of pockets, and duty gear;
- iv. Removal of the contaminated uniform in an enclosed, private area and securing it in a bag to be washed at a later time;
- v. Showering in a private shower; and
- vi. Changing into a clean pair of clothes provided by the deputy.

e. The decontamination areas will be operated and maintained by the CET. If the CET is not present, the decontamination process will be directed by another employee trained in the decontamination process by the CET.

f. In all circumstances, the person directing the decontamination procedure is responsible for ensuring all areas of the decontamination area have been disinfected as posted, immediately after the process has been completed. This will ensure a clean facility for the next person who needs to use it.

#### E. DOCUMENTATION

a. Each time an individual goes through the decontamination process at the designated decontamination area, the CET will document the use on the daily ICS Form 214 and in the daily CET summary, which is forwarded to the ICC. The information provided on these forms will include:

- i. Date and time of the decontamination procedure,
- ii. Name of individual who was decontaminated,
- iii. Name of individual who directed the decontamination procedure,
- iv. Related event number and type of incident, and
- v. CET personnel involved in the event.

b. If the decontamination procedure is directed by someone other than the CET, that person shall forward all of the details described in the above Section (a) to a CET member.

c. This documentation process does not satisfy any other documentation of the incident as may be required by the Sheriff's Office. Deputies and supervisors are still required to complete all documentation and make all notifications as required by departmental policy.

#### F. TRANSPORTATION

a. If it is determined that a transportation deputy or other transport deputy (ex. R1, hospital guard) has been exposed (as listed above in section A) the VRT can be contacted through County Communications. This will limit a contaminated deputy from entering the facility.

b. If it is determined a deputy needs decontamination after contaminating a vehicle, they will drive that vehicle to the decontamination facility located at the Richey Training Center, located at 155 W. Hedding St, San Jose. and park in the, "Contaminated Vehicle Parking," stall listed below in sub-section "d."

c. The deputy will then undergo a similar decontamination process as explained above (section D).

d. Vehicles in need of decontamination should be parked in the designated Contaminated Vehicle Parking stalls near the decontamination facility at the Richey Training Center. These parking stalls will be marked by orange traffic delineators and labeled "Contaminated Vehicle Parking." While it is possible to decontaminate a vehicle and get it back into service quickly, the COVID-19 pandemic is overloading decontamination services such as Crime Scene Cleaners. Transportation units should anticipate vehicles

possibly being out of service for several days and clean transport vehicles should be available to put into service in place of the contaminated vehicle.

e. The VRT will document the incident as described above (Section E subsection “a”).

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**TO:** All Staff

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

**SUBJECT:** ICC Directive 20-13 (Decontamination Procedures)

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#### **Santa Clara County, Office of the Sheriff Decontamination Procedures**

##### **OBJECTIVE:**

The Santa Clara County, Office of the Sheriff is committed to protecting the health and safety of all Sheriff's Office personnel and the residents we serve. As part of that commitment, the Sheriff's Office will operate and maintain a decontamination facility during the COVID-19 operational period at the Richey Training Center, located at 155 W. Hedding St, San Jose.

The purpose of the decontamination facility is to provide a facility and procedures for vehicles and personnel who have been exposed, or are suspected to have been exposed to the COVID-19 virus, in a manner that safely decontaminates the employee and/or vehicle and contributes to maintaining a clean work environment. The use of the decontamination facility will be made available to all Sheriff's Office personnel, Custody Health personnel, and first responders from other local agencies under the direction of the Sheriff's Office Virus Response Team (VRT).

##### **DEFINITIONS:**

A. Virus Response Team (VRT) – The VRT is a team created by the Sheriff's Office in response to the COVID-19 pandemic. The team is comprised of sworn Sheriff's Office personnel. The VRT assists deputies in the field and within a custodial facility when needed for donning and doffing PPE, decontamination, and replenishment of supplies. The VRT also operates and maintains the Sheriff's Office decontamination facility and provides training to deputies regarding COVID-19 related issues.

B. COVID-19 – COVID-19 is the abbreviation for the novel coronavirus disease discovered in 2019, which is caused by the coronavirus SARS-CoV-2. COVID-19 is a disease not previously seen in humans, and the outbreak has become a Global Pandemic. The virus is thought to spread from person to person, mainly through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about six feet).

##### **PROCEDURE:**

###### **A. DETERMINING THE NEED FOR DECONTAMINATION**

a. Deputies and/or supervisors will take careful consideration of the facts and circumstances of a possible COVID-19 exposure incident when evaluating the need for a complete decontamination. Considerations may include:

i. The deputy was within approximately six feet of an individual for a prolonged period of time, with no PPE in place, when that person is known to have COVID-19, or is displaying COVID-19 symptoms (described by CDC as fever, cough, shortness of breath, persistent pain or pressure in the chest, new confusion, or bluish lips or face).

ii. The deputy had direct contact with bodily fluids of an individual (such as blood, phlegm, or respiratory droplets) when that person is known to have COVID-19, or is displaying COVID-19 symptoms, regardless of whether the deputy was wearing PPE or not.

iii. The intent of this decontamination process is to assist the deputy in thoroughly decontaminating their equipment, clothing, and body to prevent them from contaminating themselves or others or contaminating surfaces they come in contact with. This decontamination process is not a medical treatment for a person who has been actually infected by the COVID-19 virus or any other pathogen.

b. Deputies and/or supervisors will consult with the VRT to help make a determination for the need to decontaminate a deputy or vehicle. The VRT can be contacted through County Communications if they are not already on scene.

c. The VRT and supervisors will generally err on the side of caution when deciding whether decontamination is necessary, however, the VRT may deny usage of the decontamination facility if the decontamination procedure is reasonably determined to be unnecessary based on the facts and circumstances of the event.

d. The patrol supervisor and/or the VRT should interview the deputy and all other deputies on scene to determine whether any other people may have been contaminated and to identify surfaces the deputy may have come in contact with that require disinfecting.

## B. TRANSPORTATION OF CONTAMINATED DEPUTY

a. If it is determined a deputy needs decontamination after contaminating a vehicle, they will drive that vehicle to the decontamination facility and park in the, "Contaminated Vehicle Parking," stall listed below in sub-section "c."

b. When it has been determined a deputy needs transportation to the decontamination facility, preventative measures should be taken to avoid further spread of contaminants to others and contamination of vehicles.

i. The deputy should use hand sanitizer and don a pair of latex gloves, N95 mask, and eye protection before getting into a vehicle to avoid self-contamination.

ii. A person who has not been potentially exposed to COVID-19 should retrieve the deputy's Decon Bag (described in Section C below) and ensure that it is transported to the decontamination facility in a manner that prevents it from becoming contaminated.

iii. Precautionary measures should be taken when reasonable to protect the vehicle from further contamination.

c. Vehicles in need of decontamination should be parked in the designated Contaminated Vehicle Parking stalls near the decontamination facility at the Richey Training Center. These parking stalls will be marked by orange traffic delineators and labeled "Contaminated Vehicle Parking." While it is possible to decontaminate a vehicle and get it back into service quickly, the COVID-19 pandemic is overloading decontamination services such as Crime Scene Cleaners. Patrol divisions should anticipate vehicles

possibly being out of service for several days and clean vehicles should be available to put into service in place of the contaminated vehicle.

### C. DECON BAGS

a. It is suggested that Sheriff's Office personnel keep a small bag containing clothing and toiletries to be used during the decontamination process. The bag should minimally include the following:

- i. One clean t-shirt
- ii. Shorts or pants
- iii. Undergarments
- iv. Sandals that can get wet
- v. Towel
- vi. Shampoo and soap

b. It is recommended that the items in the Decon Bag be sealed in Ziploc style bags to ensure they stay free of contaminants.

c. Decon Bags should be stored in the trunk of the patrol vehicle to keep them as clean as possible during a patrol shift. This will help protect the bag in the event the passenger compartment becomes contaminated.

d. Bags should be clearly marked, "Decon Bag," so it is easily identifiable by coworkers who will retrieve and transport it. In order to keep the Decon Bag as free from contaminants as possible, it should not be handled by the potentially contaminated deputy until after the decontamination process.

### D. DECONTAMINATION PROCEDURES

a. The Sheriff's Office has set up a facility that allows for the systematic, thorough, and modest decontamination of individuals who are suspected of having been exposed to COVID-19.

b. The individual will be directed through the process by a member of the VRT or other trained personnel who have been trained in the decontamination process.

c. The personnel directing the process will refer to the decontamination procedure instructions, which will be outlined in the binder labeled, "COVID-19 Decontamination Procedures," located at the decontamination facility. Decontamination procedures are outlined in this policy generally, but more detailed procedures will be constantly evaluated and updated in the COVID-19 Decontamination Procedures binder. These updates may include changes to the procedures due to new equipment, supplies, or if new information is discovered about COVID-19 or decontamination procedures.

d. Decontamination is a multi-step process. The steps described in this policy are intended to give personnel a general knowledge of the decontamination process and should not be referred to as instructions to conduct decontamination at the Sheriff's Office facility.

- i. Use of sanitizing agents and donning of proper PPE to prevent possible infection or cross-contamination;
- ii. Removal and decontamination of badge, name tag, contents of pockets, and duty gear;
- iii. Removal and decontamination of boots;
- iv. Removal of the contaminated uniform in an enclosed, private tent and securing it in a bag to be washed at a later time;
- v. Showering in a private shower facility; and
- vi. Changing into a clean pair of clothes brought by the deputy.



e. The decontamination facility will be operated and maintained by the VRT. If the VRT is not present, the decontamination process will be directed by another employee trained in the decontamination process by the VRT.

f. In all circumstances, the person directing the decontamination procedure is responsible for ensuring all areas of the facility have been disinfected as described in the COVID-19 Decontamination Procedures binder, immediately after the process has been completed. This will ensure a clean facility for the next person who needs to use it.

## E. DOCUMENTATION

a. Each time an individual goes through the decontamination process at the designated decontamination facility, the VRT will document the use on the daily ICS Form 214 and in the daily VRT summary, which is forwarded to the ICC. The information provided on these forms will include:

- i. Date and time of the decontamination procedure;
- ii. Name of individual who was decontaminated;
- iii. Name of individual who directed the decontamination procedure;
- iv. Name of law enforcement agency (if individual is from an outside agency);
- v. Related event number and type of call;
- vi. Number of VRT personnel involved in the event.

b. If the decontamination procedure is directed by someone other than the VRT, that person shall forward all of the details described in the above Section (a) to the VRT using the email address [SHFVirusResponseTeam@shf.sccgov.org.c](mailto:SHFVirusResponseTeam@shf.sccgov.org.c). This documentation process does not satisfy any other documentation of the incident as may be required by the Sheriff's Office or other outside agencies. Deputies and supervisors are still required to complete all documentation and make all notifications as required by departmental policy.

## F. OUTSIDE AGENCY USAGE

a. The Sheriff's Office has made the decontamination facilities available to outside agencies. The process will be conducted by trained Sheriff's Office personnel.

b. Requests to use the Sheriff's Office decontamination facility by outside agencies will be initiated by a call to County Communications (408-299-2505). The caller will provide their name, call back number, and notification of the decontamination request.

c. A member of the VRT will call the requesting officer to get a brief summary of the incident and to discuss the need for decontamination. The VRT maintains the authority to approve or deny decontamination requests using the guidelines described in Section A of this policy.

d. When the determination to utilize the decontamination process has been made, the officer and his/her supervisor shall follow the procedures described in Sections A-D of this policy. In addition, outside agencies are required to provide the information described in Section E to the VRT for purposes of Sheriff's Office reporting requirements.

e. Unless arrangements have been made with the VRT, the outside agency is responsible for the decontamination of their own agency vehicles. The decontamination process can be performed in the Contaminated Vehicle Parking area when prior arrangements have been made with the VRT. If the decontamination of the vehicle cannot be accomplished by the end of the day, the vehicle can be parked in the Sheriff's Office parking lot with prior approval from the VRT. It should be noted that the Contaminated Vehicle Parking area is not a secure lot and is not monitored.