

COUNTY OF SANTA CLARA

Office of the Sheriff

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Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff

FROM: COVID-19 Incident Command Center

SUBJECT: ICC Directive 20-37 (Temperature Checks and Face Coverings Update)

DATE: 07/29/2020

On March 24th, the ICC distributed Directive 20-03 (Infrared Thermometer Screening Process) mandating all staff and essential visitors to have their temperature checked at the beginning of their shift or visit. It was brought to the attention of the ICC that there is confusion whether or not this process is still mandatory.

To reaffirm the previous directive, the ICC wants to remind all staff that this process is still mandatory. All deputies, staff, and essential visitors will be actively checked prior to the commencement of their duties or purpose of the visit. The Sheriff's Office will continue to use the no-touch infrared thermometers as part of the screening process in an effort to safeguard our employees from potential exposures to COVID-19. These no-touch thermometers were previously issued throughout the department to both Custody and Enforcement Bureaus. It is up to every division commander or manager to find an appropriate volunteer to take the temperatures of their assigned staff and to ensure this directive is followed.

As a reminder, employees displaying a fever above 99.9 degrees will be sent home for the day. In the event an employee displaying a fever is sent home, their supervisor will report the details to the agency's HIP Team and advise the employee to contact the HIP Coordinator as soon as possible. Please refer to the attached Santa Clara County Public Health Department information poster for additional signs and symptoms of COVID-19.

In addition to continued temperature checks, the Emergency Operations Center (EOC) notified the ICC of several complaints regarding Sheriff's Office staff not wearing masks at Sheriff's Office Headquarters. As a reminder, ICC Directive 20-27 (Face Coverings Update) states in part:

- Staff will be required to wear a face covering while in the HQ or substation lobbies.
- Staff will be required to wear a face covering while engaged in work:
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people are present when unable to physically distance;

- Interacting in-person with any member of the public;
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at that time.

Sheriff's Office Headquarters is being shared with the EOC and there are many visitors working inside our building. Please be courteous to others around you and heed the warnings and guidance from the Department of Public Health to help prevent the spread of COVID-19.