



LOS ANGELES SCHOOL POLICE DEPARTMENT BULLETIN

Coronavirus Disease 2019 (COVID-19) - Post Exposure Procedures

PURPOSE:

This bulletin outlines procedures to assess, counsel and care for Department employees in the event of possible exposure to someone infected with Coronavirus Disease 2019 (COVID-19). While some of the procedures listed in this bulletin are specific to COVID-19, most of the procedures apply to exposures to all communicable diseases.

PREVENTION:

Most exposures to communicable disease are minimized if proper prevention takes place. Department employees can prevent exposure to communicable disease by:

- Thoroughly cleaning and disinfecting work stations, vehicles, and surroundings.
- Maintaining good health, getting enough rest, maintaining a moderate exercise program, eating healthfully, avoiding tobacco use, etc.
- Keeping current on vaccinations.
- Staying home when sick, and respectfully requesting that others do the same.
- When interacting with a member of the public exhibiting upper respiratory symptoms (sneezing, coughing), provide them a surgical mask, if one is available, or stand six feet away from the infected person.
- Donning (wearing) proper Personal Protective Equipment (PPE). In the case of interacting with members of the public suspected of having COVID-19, proper PPE is:
 - P-100 or N-95 mask
 - Eye protection (Safety goggles or face shield)
 - Nitrile gloves

The above list is not exhaustive. It is intended to provide a framework to which employees can add preventive measures specific to their working environment.

PPE CONSIDERATIONS FOR FIELD OPERATIONS:

Donning PPE kits issued by the Department when contacting members of the public suspected of having COVID-19. The N95 mask and eye protective goggles are to be used with the nitrile (rubber) gloves when contacting a person suspected of having COVID-19. Employees should use all three items, N95 mask, goggles, and nitrile gloves for maximum protection. The N95 mask and nitrile gloves are single use disposable items while the goggles shall be retained by the employee for re-use after being properly disinfected.

When contacting a member of the public exhibiting respiratory symptoms (sneezing and coughing), thought should be given to the necessity of making contact versus risk of possible



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exposure. Officers are cautioned to only use the PPE in cases where there is a real concern of exposure. If there is no need to approach within six feet, it is generally safe to remain outside of six feet without PPE. Finally, if a suspect exhibiting symptoms is in custody and must be transported in a police vehicle, PPE should be worn. If an employee is required to accompany a suspect or victim suspected of having COVID-19 in a Rescue Ambulance (RA), PPE should be requested from the RA crew. If PPE is not available from LAFD personnel, the employee should use their Department issued PPE.

EXPOSURE:

The risk of exposure to COVID-19, or any other communicable disease, is very low if the necessary precautions are taken when interacting with others. Exposure MAY occur if:

- PPE was not donned prior to possible exposure.
- *EXAMPLE: Officers respond to a traffic accident, and then determine the person involved is exhibiting flu like symptoms and has recently been in an infected area. The PPE was not utilized before contact was made.*

POST-EXPOSURE PROCEDURE:

Employees who have been exposed to a communicable disease shall:

- Isolate themselves from others with at least six feet 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 with soap and warm water.
 - Removing soiled clothing, if practical.
- Cooperate with all directives of the LA County Public Health Officer, to include:
 - At a hospital, as recommended by a healthcare professional
 - The supervisor who responds to an employee who may have been exposed to a communicable disease shall:
 - Document the exposure and all actions taken on an Employee's Report 15.07.
 - 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>
 - Notify the LASPD Watch Commander and Department Operations Center (DOC).
 - 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.



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- Identify and isolate any area or equipment that employee may have been in contact with.
- Complete the Employer's Report of Occupational Injury or Illness.

QUARANTINE:

It is extremely unlikely that an employee will require some form of quarantine as a result of an exposure to a communicable disease. If quarantine becomes necessary, the LA County Public Health Officer will determine the level and location of the quarantine.

In the event that an employee requires quarantine, the LA County Public Health Officer or the Medical Liaison Section will provide specific instructions to the employee regarding procedures for self-monitoring, reporting of findings and travel restrictions. Notifications to the LA County Public Health Officer shall be made by the DOC.

If an employee requires quarantine at home, but does not live in Los Angeles County, the LA County Public Health Officer will determine if the member is allowed to leave the County. If an employee is allowed to go home, the LA County Public Health Officer will coordinate with the county of residence of the quarantined employee.

TIMEKEEPING:

If an employee is placed off duty to be quarantined, the employee's timekeeping shall reflect that the employee is Miscellaneous Natural Disaster.

BEHAVIORAL HEALTH:

Dealing with the stress of a communicable disease exposure can be overwhelming, particularly if the exposed employee is isolated from co-workers and family. All employees are reminded that the professionals assigned to the Crisis Counseling and Intervention Services (CCIS) 213-241-3841, are an excellent resource to help the employee, the employee's co-workers, and the employee's family to cope with the stress.

VEHICLE DECONTAMINATION PROCEDURES:

If the employee's vehicle requires decontamination, the following procedure applies:

- The employee's supervisor will contact LASPD fleet coordinator or Administrative Sergeant and notify them of a possible bio-hazard contamination to COVID-19.
- The exposed employee's vehicle will be transported to the division of assignment, locked, secured, quarantined, and marked "Contaminated" on the windshield.

For further information, please visit the following link for the Center of Disease Control and Prevention website: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>