

SHPD INFECTION CONTROL PLAN

On November 6th, 2020, Oregon Occupational Safety and Health Division issued Temporary Rules Addressing COVID-19 Workplace Risks that begin to take effect on November 18th, 2020. In order to comply with the Temporary Rules, as well as to reduce the risks of outbreaks within the police department and broader community, the following Infection Control Plan will be adhered to.

PHYSICAL DISTANCING MEASURES:

- When at all possible, maintain 6' of distance between yourself and others.
 - When on calls for service, consider interviewing individuals outside of a residence or in a well-ventilated area
 - When training new employees, the physical distancing requirements of the rule will not be able to be maintained at all times. When feasible, maintain 6' of distance between yourself and the trainee.

PERSONAL HYGIENE MEASURES:

- Use solid personal hygiene measures which should include
 - washing your hands frequently (for at least 20 seconds)
 - use hand-sanitizer when in the field regularly (use an alcohol-based hand sanitizer with at least 60% alcohol)
 - Cover your coughs and sneezes
 - Wear clean uniform/clothes to work each day
 - Change clothes before leaving work
 - Wash uniforms at the PD or bag them to take them home
 - Wipe down all gear and shoes with antibacterial wipes

MASKS, FACE COVERINGS AND FACE SHIELDS (PPE Use):

- To reduce the risk of transmission from potentially infected individuals, law enforcement employees will be required to wear masks, face coverings, or face shields when employees interact with others and while in the police facility, unless seated at your workstation or office. The requirement to wear face masks shall be posted at all access doors to the facility. However, the following specific modifications apply to certain law enforcement activities:
 - Police personnel must ensure that all employees, visitors, and persons in custody wear a mask, face covering, or face shield as required under the OSHA Temporary Rules unless enforcing this would require the use of physical force or place an employee or member of the public at greater risk of COVID-19 exposure.
 - Face mask and/or Face coverings will be made available to all officers to provide to citizen contacts or persons in custody.

- Masks and face shield will be worn in combination by when a person in custody refuses to wear a face covering;
- Officers are permitted to adjust or remove the face mask, face covering, or face shield while interviewing a member of the public when necessary to establish sufficient rapport with the interviewee;
- Officers driving during an emergency response or pursuit may adjust or remove a mask, face covering, or face shield that impedes their vision or distracts from the safe operation of the vehicle;
- Officers are permitted to remove their mask, face covering, or face shield when the officer's ability to clearly communicate is impaired by the mask, face covering, or face shield; and
- Officers transporting a person in custody or a member of the public must ensure that that person wears a mask, face covering, or face shield unless compliance would require the use of force or place law enforcement employees or a member of the public at greater risk for COVID19 exposure or physical jeopardy.
- Dispatchers are not required to wear face coverings while handling calls or at their workstation, but are allowed to if they chose.
- In addition to the face mask, face covering and face shield requirements, Officers will wear appropriate disposable gloves on all citizen encounters.
- A supply of Personal Protective Equipment including disposable nitrile gloves, face masks, face shields, gowns and safety glasses will be kept in the report writing room.
 - An inventory of these will be conducted weekly to ensure that SHPD maintains an ample supply.
 - If an employee finds the need for additional PPE supplies, notify the Communications Commander and the Chief of Police via email so that they can be ordered.

WORKPLACE SANITATION:

When employees begin their shift:

- Wipe down all of your work surfaces with disinfecting wipes
- Use disinfectant on computer keyboards, desktops, computer mouse and filing cabinets at the beginning and end of shift.
- Disinfectant patrol vehicles before and after each shift with special attention to commonly touched surfaces such as MDTs, steering wheels, door handles, radios and other controls.
- Keep partition cages closed and disinfect after prisoner transports. There are cleaning supplies in the sally-port of the Adult Jail for disinfecting patrol cars after transport.
- The employer must regularly clean or sanitize all common areas, shared equipment, and high touch surfaces at least once every 8 hours (3 times a day)
 - A check-off sheet will be prepared and available to assist
 - Approved disinfectants will be readily available

ADDITIONAL COVID-19 RESPONSE PROCEDURES INCLUDE:

- Limit access to PD facility
 - Suspend Parole & Probation Activity inside secure building
 - Establish clean room for citizen contacts
 - Partition training room
 - One table
 - Three chairs
 - The table and chairs will be disinfected by the officer prior to and after each use
 - Approved disinfectant will be readily available in the training room
- Encourage citizen contacts at PD facility outside
- Limited Access to Dispatch Center
 - As needed basis to include police personnel and court personnel
 - Dispatch door will remain closed
- Cite and release on all offenses in the field
 - Officers will not book or lodge suspects at the PD at this time
- Felony arrests and Measure 11 crimes
 - Transport immediately to LCJ
 - Ventilate vehicle
 - Clean vehicle immediately after transport
- Citizen related fingerprinting services are suspended
- Ride-a-Long program is suspended
- Records requests will be completed and made available by fax, email or mailed only.
- Sex Offender Registrations at the PD will be suspended. Subjects requesting registration can be referred to LCSO or OSP.
- PD Lobby restrooms will be closed to the public.
- Patrol will now begin handling “dog at large” calls.
 - Respond as we have in the past
 - Dogs will be placed in the kennels for LC Animal Control to respond.

DEATH INVESTIGATIONS:

- When an officer/officers respond to a Death Investigation additional PPE measures must be taken. When a death investigation call comes in, the Dispatcher taking the call will attempt to determine if the victim has recently been ill or has recently traveled. That information will then be provided to the officer/officers responding. When on scene, unless the situation dictates, only one officer should enter the scene and make an initial assessment. The initial assessment is intended to determine if the scene and death are in any way suspicious. If there is concern as to the cause of death, then a supervisor will be contacted before proceeding.
- Prior to entering the scene of a death investigation, the officer entering the scene will utilize disposable gloves, eye protection, an N95 mask and a disposable gown/coveralls.

- All officers on scene should be wearing gloves, masks and eyewear.

EXPOSURE:

- If an employee has COVID-19 exposure, they should immediately contact their supervisor. An exposure would be identified as unprotected direct contact with a known COVID-19 case. For purposes of this document unprotected would be considered not wearing appropriate PPE, which includes a well-fitting surgical or N95 respirator (or better), eye protection, and gloves. Direct contact includes contact within 6 feet or any contact where the employee gets the subject's sputum or saliva on them.
- Supervisors should notify the Linn County Public Health Services (Neva Anderson) at 541-967-3888 and follow their direction. The Chief of Police or his/her designee will also be notified. Immediate actions could include - immediate isolation, health monitoring, and testing.
- If an employee is exposed to someone with *symptoms* they should contact their supervisor who will document the incident on an Incident Report/Analysis form (SAIF FORM).

COVID-19 NOTIFICATION BY CITY OF SWEET HOME

All employees and managers are expected to notify their supervisor in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19. When such a notification occurs or the City becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, the City will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will not be identified.
- B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question: We have been notified an individual who has been present at the Sweet Home Police Facility has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.

If you experience symptoms of COVID-19 illness, please inform your supervisor, and contact your health care provider. The City of Sweet Home as always will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary. For more information on COVID-19, including symptoms of which you may want to be aware, please visit the Oregon Health Authority COVID-19 website or the US Centers for Disease Control & Prevention COVID-19 website. If you have any questions or concerns, please contact the City Manager.

COVID-19 Testing for Workers

When the OHA or other public health agency requires testing in the workplace, the Sweet Home Police Department will cooperate by making its employees and space available for testing at no cost to employees. Reporting COVID-19 cases may be required under OAR 333-018-0016.

VEHICLE SANITATION AFTER TRANSPORTS

- The following are general guidelines for cleaning or maintaining Patrol Vehicles and equipment after transporting a suspected with flu-like symptoms. This guidance may be modified, or additional procedures may be recommended by the Centers for Disease Control and Prevention (CDC) as new information becomes available.
- Routine cleaning with soap or detergent and water to remove soil and organic matter, followed by the proper use of disinfectants, are the basic components of effective environmental management of influenza. Reducing the number of influenza virus particles on a surface through these steps can reduce the chances of hand transfer of virus. Influenza viruses are susceptible to inactivation by several chemical disinfectants readily available from consumer and commercial sources.
- After the prisoner has been removed and prior to cleaning, the air within the vehicle may be exhausted by opening the doors and windows of the vehicle while the ventilation system is running. This should be done outdoors and away from other personnel.
- Prior to cleaning, officers should wear eye protection, disposable gloves and a standard surgical type mask. Routine cleaning methods should be employed throughout the vehicle and on non-disposable equipment.

DEPARTMENT TRAINING

During December 2020, the City of Sweet Home will provide information and training on COVID-19 to the employees of the Sweet Home Police Department. This training will include the following:

- A. Physical distancing requirements as they apply to the employee's workplace and job function(s);
- B. Mask, face covering, or face shield requirements as they apply to the employee's workplace and job function(s);

- C. COVID-19 sanitation requirements as they apply to the employee's workplace and job function(s);
- D. COVID-19 signs and symptom reporting procedures that apply to the employee's workplace;
- E. COVID-19 infection notification process as required by this rule;
- F. Medical removal as required by this rule;
- G. The characteristics and methods of transmission of the SARS-CoV-2 virus;
- H. The symptoms of the COVID-19 disease;
- I. The ability of pre-symptomatic and asymptomatic COVID-19 persons to transmit the SARS-CoV-2 virus; and
- J. Safe and healthy work practices and control measures, including but not limited to, physical distancing, sanitation and disinfection practices.