



### REVISED: COVID-19 Employee & Supervisor Exposure Procedures

*This Training Bulletin replaces Bulletins 20-04 and 20-08.*

All employees should take the necessary steps to protect themselves from any possible exposure to COVID-19. If you DO NOT have symptoms, you DO NOT need to be excluded from work. If you believe you were or may have been exposed to the COVID-19 virus, follow the guidelines listed below:

#### **Employee responsibilities when showing symptoms consistent with COVID-19**

- If you are showing symptoms (fever, cough, shortness of breath) notify your immediate supervisor.
- You should be excluded from work until:
  - At least 3 days (72 hours) have passed **since recovery** defined as no fever without the use of medications **AND** improvement in respiratory symptoms, **AND**
  - At least 7 days have passed **since symptoms first appeared**.
- You will telecommute from home until the above time has passed.
  - Employees that are TELECOMMUTING will record hours by creating an additional line item for Regular Hours (RH coding), and entering "TELECOMMUTING" in the Description column. TELECOMMUTING Regular Hours must be listed separately from Regular Hours worked at the employee's Home Pay Location.
- Contact your immediate supervisor to ensure a Medical Aid report is completed by a sworn staff member.
- If the possible exposure occurred on a call for service without a DR issued, request a DR for a Medical Aid report.
  - If the call resulted in a DR and a possible exposure is suspected, request an **additional DR** for a Medical Aid report. Cross-reference both DRs in the Criminal report and the Medical Aid report.
- If your healthcare provider/occupational doctor determines that your symptomology is consistent with COVID-19 have them contact the Orange County Health Care Agency at 714 834-8180 for testing.

#### **Completing the Medical Aid report and ICS 214 form**

- Title the Medical Aid report "COVID-19 Possible Personnel Exposure".
- When on a call for service related to COVID-19, ensure the proper CAD disposition is used:
  - Use "C19M" for medical calls related to COVID-19.
  - Use "C19E" for every other call related to COVID-19.





- Add CPT, Return to Work and Homicide to the Division Assignment listed under the Case Assignment section in FBR.

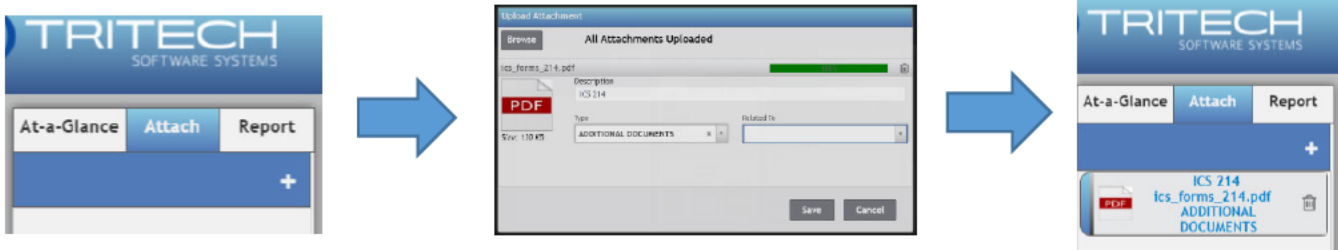
Case Assignment

Division  
HOMICIDE x CPT x RETURN TO WORK x

User

Status: Assigned x Priority: x

- Complete an ICS 214 form documenting a response.
  - The ICS 214 form is located in the Document Center of MY18.
  - Use "OCSD COVID-19" in Box 1.
  - Write job code EOC10220 in the top right-hand corner of the ICS 214 form.
- Once the Medical Aid report is complete, scan and attach the ICS 214 form into FBR.



- Worker's Compensation paperwork **does not** need to be completed at this time.

## Supervisor Responsibilities

- Ensure staff members have completed the necessary steps listed above.
- If it has been brought to the attention of the supervisor that Sheriff's personnel has had possible exposure to COVID-19, and that employee is no longer at work, the supervisor will immediately notify that employee of the potential exposure.
  - If the employee is scheduled to return to work the next day, he/she can complete the Medical Aid report and ICS 214 form upon their return to work.
  - If the employee is scheduled to begin their days off or is on vacation, a supervisor can complete the Medical Aid report and ICS 214 form.
- If an employee has been diagnosed or has tested positive for COVID-19
  - Email the Medical Aid and ICS 214 to the Return to Work Unit [REDACTED] and CPT [REDACTED]





- If the employee did not already complete the Medical Aid report and ICS 214, and is unable to do so, a supervisor SHALL complete the documentation, document distribution, and notifications, prior to the end of their shift.
- Workers Compensation paperwork is completed ONLY for positive test results for COVID-19.

As more information regarding COVID-19 is made available, the Department will continue to evaluate the effectiveness of the above listed strategies. These decisions were made to maintain public safety and the safety of all department members.

