

	XYZ POLICE DEPARTMENT Special Order	EFFECTIVE DATE: 03/30/2020	Special Order Number:
		Issuance Date: 03/30/2020	Page 1 of 3
SUBJECT: COVID-19 EXPOSURE, ILLNESS AND RETURN TO WORK SCREENING POLICY		DIRECTING AUTHORITY: Chief of Police	

I. PURPOSE:

To establish procedures for handling exposure to COVID-19, onset of COVID-19 symptoms, and a return to work screening after a COVID-19 illness or exposure.

II. DIRECTIVE:

The XYZ Police Department will follow the procedures listed below, as prescribed by _____ Occupational Health.

III. PROCEDURES:

A. If you suspect you are sick with COVID-19:

1. Notify a supervisor immediately that you are experiencing coronavirus-like symptoms;
 - i. Wear a facemask, and cover your coughs and sneezes;
 - ii. Stay home except to get medical care from your physician;
 - iii. Separate yourself from other people and animals in your home;
 - iv. Avoid sharing household items; and
 - v. Clean your hands often.
2. Supervisors shall ask the officer all of the questions on the COVID-19 sick questionnaire.
 - i. If the officer indicates to the supervisor that the reason for absence was (1) COVID-19 illness or (2) an order to self-quarantine/isolate on the order of a medical provider, the officer shall not report to work and will be placed on the sick list.

- ii. The completed questionnaire must immediately be emailed (scanned) directly to (who)
 - iii. Completed forms should be attached to XYZ Illness or Injury Report (XYZ Form __) and submitted to Personnel
- 3. This information will be sent to Trinity Occupational Health for assessment and follow up.
 - i. Employees will be contacted for a virtual phone call between the doctors and the officer.
 - ii. The doctor will determine if the officer should be:
 - 1. Tested.
 - 2. Isolated.
 - 3. Can return to work.

B. To determine if an officer may return to work or will need further assessment:

- 1. Contact Occupational Health by calling (Number) between the hours of 0800 and 1600.
- 2. If Occupational Health and/or your physician are not able to provide return to work orders, the following modified CDC return to work criteria will be followed:
 - i. Test-based strategy - Exclude from work until:
 - 1. Resolution of fever without the use of fever-reducing medications; **and,**
 - 2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
 - 3. Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens).
 - ii. Non-test-based strategy - Exclude from work until:
 - 1. At least three (3) days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; **and,**

2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
3. At least seven (7) days have passed since symptoms first appeared (if no COVID-19 test was administered); **or**,
4. At least fourteen (14) days have passed since receiving a positive result from a COVID-19 test **and**, fever and respiratory symptoms have passed or improved as stated in subsections 1 and 2 of this section.