

	XYZ POLICE DEPARTMENT Special Order	EFFECTIVE DATE: 03/30/2020	Special Order Number:
		Issuance Date: 03/30/2020	Page 1 of 4
SUBJECT: COVID-19 Health Screening		DIRECTING AUTHORITY: Chief of Police	

I. PURPOSE:

To establish procedures to screen employees for early signs of COVID-19 during the declared pandemic.

II. Policy:

The XYZ Police Department is committed to providing uninterrupted services to the public during the COVID-19 pandemic. The Department is also mindful that its employees may be exposed to COVID-19 during the pandemic. COVID-19 symptoms include: fever, cough and/or difficulty breathing. Employees that are ill present a high risk of transmission to fellow employees and the public. This policy is intended to help keep the Department healthy and allow those that might be sick to get testing and potential treatment sooner. This directive provides a procedure to screen its employees for a fever. A fever is defined as a body temperature of 100.4 F or greater.

Testing as outlined in this policy is strongly recommended, but not mandatory. No employee will be forced to comply. However, in the interest of keeping all members of the Department, their families, and the public as safe as possible by mitigating the spread of COVID-19, assignments may be altered to reduce exposure to those that are asymptomatic and displaying no fever.

III. PROCEDURES:

- A. With the declaration of a pandemic impacting the City of XYZ, employees will be screened daily by Watch, District, and Division Commanders or their designee upon reporting to duty. Commanders will utilize a temporal thermometer for screenings. If available, a non-contact thermometer can be utilized.
- B. The Watch, District or Division Commander will be provided a surgical mask and gloves to use during the screening process.
 - a. The mask will be reused unless an employee being tested was symptomatic.
- C. The Watch, District, or Division Commander shall:

- a. Store and maintain the thermometer and cleaning wipes in a secure place (the Watch Commander's office for Patrol).
 - b. Have officers remove hats for rollcall or at least five minutes prior to testing. Wearing a hat prior to testing may provide an elevated reading.
 - c. After the completion of rollcall, or at the beginning of the employees shift, have employees screened.
 - i. First remove the protective cover off of the thermometer.
 - ii. With the thermometer probe flush on the center of forehead, depress button, and keep depressed.
 - iii. Lightly slide the probe across the forehead to the hairline, then down to the temple.
 - iv. Release button, read temperature. It measures the arterial temperature. If perspiring, lift probe from forehead, touch on the neck, just behind the earlobe.
 - v. Wipe the probe clean after each use. The Department will provide alcohol wipes to use for cleaning the probe.
 - vi. See Appendix I (below) for directions for use of temporal thermometer with photos.
 - vii. If an officer has a high reading, a few things should be taken into consideration (i.e. were they wearing their hat before their temperature was taken?). Wait a few minutes and then check it again.
- D. Employees with a body temperature of 100.4 F or greater will be screened for additional COVID-19 symptoms. Employees displaying a fever or an elevated temperature in combination with any other symptoms of the disease will be sent home.
- a. Supervisors shall refer to Special Order 2020-05, COVID-19 Exposure, Illness and Return to Work Screening Section III. 2. Ensure the appropriate documentation is completed.
 - b. Supervisors will immediately notify, through the chain of command, any employees who screen positive under this policy. Watch Commanders will maintain a daily log of screened employees.
- E. Employees shall immediately report to their supervisor if any household member is ill and suspected of having the COVID-19 virus. Supervisors will immediately notify Command Staff for further guidance.
- a. Supervisors shall be vigilant in observing Department employees for symptoms of the virus, and will immediately report a suspected ill employee to their immediate supervisor.

APPENDIX I

Smart Glow Exergen Temporal Scanner User Guide

1. Remove the protective cover.
2. With probe flush on center of forehead, depress button, keep depressed.
3. Lightly slide probe across forehead into hairline.
4. Release button, read temperature. Measures arterial temperature.
(If perspiring, lift probe from forehead, touch on neck just behind earlobe.)
5. Wipe probe clean after each use.

