

	CULPEPER POLICE DEPARTMENT GENERAL ORDERS	
	Temporary Standard Operating Policy	
04	APPROVED: Chris R. Jenkins, <i>Chief of Police</i>	Initiated: 03/12/2020
	<i>Communicable Disease Emergency Response Plan</i>	Revised: 04/03/2020

A. **Purpose**

The purpose of this response plan is to provide organizational guidance to employees of the Culpeper Police Department during the COVID-19, or commonly known as Coronavirus global pandemic. All employees shall follow *General Order 10.03.05- Blood Borne Pathogen Control*. This policy is more descriptive and specific to the Coronavirus pandemic. The Culpeper Police Department is to ensure essential public safety services continue during a disease outbreak.

The Culpeper Police Department wants to ensure that each employee is safe and their families remain safe.

B. **Scope**

This response plan applies to functions, operations, and resources necessary to ensure continuation of essential public safety services to our community. This plan is more applies to all Culpeper Police Department employees. The Culpeper Police Department also adheres to any plan from:

1. National Center of Disease Control (CDC)
2. Virginia Department of Health
3. Virginia Department of Emergency Management
4. Culpeper County Emergency Management Office (see their Emergency Response Plan)
5. Town of Culpeper (see Communicable Disease Outbreak Response Plan)

The Culpeper Police Department's Emergency Response Plan will not contradict or deviate from any of the above listed plans and resources, but it to provide more specific direction for employees of the Culpeper Police Department.

This plan is designed to be fluid. Changes can be made to this plan if deemed necessary.

C. Employee Roles and Responsibilities

1. It is the responsibility of the Culpeper County Administrator and/or the Culpeper County Emergency Management Director formulate and initiate an Emergency Response Plan.
2. It is the responsibility of the Town Manager for activating the Town of Culpeper Communicable Disease Outbreak Response Plan
3. It is responsibility of the Chief of Police, or designee, to provide continual essential public safety services to the citizens of the Town of Culpeper and to identify essential functions that must be conducted onsite and which could be conducted via telecommuting. (see Town of Culpeper Response Plan on Telecommuting)
4. It is the responsibility of each police officer and employee of the Culpeper Police Department to continue to provide essential public safety services and follow all safety precautions identified in all Response Plans and informational material provided.

D. Staff Preparedness and Safety Precautions

1. All Culpeper Police Department shall read the Town of Culpeper Communicable Disease Outbreak Response Plan dealing with Staff Preparedness and Safety Precautions and CDC guidelines.
2. The Captain shall designate staff to clean all "high touch" surfaces (doors, door knobs, push plates) within their work environments on a daily basis to maintain a clean, safe environment within the Culpeper Police Department.
3. Each employee shall clean their individual work stations, desks, laptops, phones, offices, duty gear, etc. at least daily with available disinfectant and/or soap and water.
4. Each officer shall disinfect their assigned Patrol Car and equipment to include their steering wheel, gear shift, dispatch radio, door handles, and prisoner seating areas. This shall be done at least daily with available disinfectant and/or soap and water.
5. It is each officer's responsibility that they are equipped with all available PPE equipment for their respective shift.

6. Employees, while working, shall not dine out at any restaurant alone or in a group. All employees may elect to get food through take-out or drive-thru options. When eating at the Police Department or other locations please remember to utilize social distancing (6 feet). It is suggested by the CDC that all Americans should not dine out in restaurants at any time or be in any group setting with more than 10 people.

E. **Exposure Notification**

1. Employees who are confirmed to have a communicable disease during an outbreak period should inform their supervisor and/or Human Resources Department.
2. Supervisors who have knowledge of an employee with a communicable disease during an outbreak period should notify the Department Head and the Human Resources Department.
3. Supervisors should also be notified if an employee has been in direct contact with a person that has tested positive or who has been labeled as presumptive positive by a licensed medical professional for Coronavirus or any other communicable disease.
4. When an employee becomes in direct contact with someone who tells them they have or recently had flu-like symptoms, he/she will notify their supervisor immediately. The employee should inquire if the subject was medically tested for Influenza, Coronavirus, etc and what those test results were. The supervisor shall email the Chief of Police and the Human Resources Director laying out the circumstances of the encounter.
5. During a communicable disease outbreak, when this plan is activated, the Human Resources Department will notify employees of their possible exposure to communicable diseases in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
6. Employees who have been exposed to a communicable disease should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

F. **Exposure Procedure**

1. If any employee exhibits any flu-like symptoms, to include a fever of 100.4 F or higher, a consistent cough, and/or shortness of breath shall not come to work until "Return to Work" authorization is received by a licensed medical professional.

2. All employees at the beginning of their respective shifts will have their temperature checked at the beginning of their shift and at the end of their shift. The thermometers will be supplied by the agency. If any employee has a body temperature of 100.5 F or higher at any time will be sent home.
3. If an employee has tested positive by a licensed medical professional for Coronavirus he/she shall notify the Chief of Police, or designee, and Human Resource Department. The employee shall follow specific recommendations of both their health care provider, the Virginia Department of Health, and the CDC. The employee will not be permitted back to work until a "Return to Work" authorization is received by a licensed medical professional.
4. If an employee has been identified as having had direct contact (CDC guidelines) with another person or persons who that tested positive for Coronavirus and they were not wearing all PPE equipment then they will be directed to "Self-Quarantine" as directed by the CDC for fourteen (14) days. The standard for direct contact will be CDC guidelines. If during those fourteen (14) days the employee develops symptoms and is tested positive for Coronavirus he/she to immediately contact Human Resources Director.
5. All employees shall monitor their own health and wellness. Even though you may not have had direct contact by CDC guidelines with a person or persons who have tested positive for Coronavirus, you may still be able to contract the virus through contact with contaminated hard surfaces.

G. Handling Calls of Service

1. Each officer should find way to mitigate or provide less exposure from citizens as applicable. Such techniques are:
 - a. Washing your hands after each call of service or utilizing hand sanitizer. Remember washing your hands for 20 seconds is always the best option.
 - b. Wearing provided nitrile gloves on all calls of service.
 - c. Wearing protective eyewear at all times.
2. When applicable, require the complainant to step outside from an inside environment to talk to them. This will ensure an officer won't touch hard surfaces inside of a residence or business.
3. When applicable, handle non-emergency calls of service by telephone to reduce exposure.
4. When an officer arrives on a call of service, the responding officer shall ask the complainant has anyone in the household have had flu-like symptoms in the past fourteen (14) days and if so, has someone in the household tested positive for Coronavirus. If the call is determined to be essential and the

officer is required to go into the household, the officer shall wear a protective eyewear, a mask (preferably an N95 mask), and nitrile gloves.

At the conclusion of the call, if the officer had direct contact with the infected person (CDC guidelines) without proper PPE equipment on he/she shall contact their supervisor immediately and go in “Self-Quarantine”, as described earlier.

If the officer had on all protective PPE equipment on and did have direct contact with the infected person the supervisor shall be notified a case-by-case decision will be made in reference to “Self Quarantine”.

If the call is non-essential, the officer shall retreat and handle the complaint via telephone or by other means.

5. Culpeper County Joint Dispatch Center has implemented an Emergency Medical Dispatch screening policy whereas dispatchers will ask each caller specific questions that may determine exposure of Coronavirus. If criteria are met, the dispatcher will notify first responders prior to their arrival so that proper PPE equipment can be utilized to reduce risk of exposure.
6. During a call of service whereas an officer becomes aware of a citizen that has been tested positive for Coronavirus, he/she is to notify the Culpeper Joint Communications Center for a premise alert to make other first responders aware of a potential exposure threat.
7. Once an employee makes contact with any subject who is exhibiting flu-like symptoms currently or in the recent past or has a confirmed case of Coronavirus will document the exposure and all officers who had direct contact in the CAD notes or in the IBR report, whichever is applicable.
8. If you make an arrest that requires them to appear before a magistrate you shall contact the Culpeper County Jail prior to bringing any arrestee inside the Jail/Magistrate’s Office. A Culpeper County Deputy from the jail will screen all arrestees prior to coming into the building. If the Deputy’s screening results does not permit you to bring the arrestee inside the building consult with the Magistrate for alternative probably cause/bond hearing.
9. Culpeper Police Department employees will not enter Novant/Culpeper Hospital, or any other medical or healthcare facility unless it is a crime in progress whereas a person’s immediate safety is at risk. If an officer responds to a call of service that requires entry into one of these facilities then employees are required to wear full PPE (eyewear, nitrile surgical gloves, and a mask).

Officers will talk to all complainants of past occurring crimes or less prioritized calls of service complainants outside of the hospital or by telephone.

10. If any citizen is under an Emergency Custody Order, we will transfer custody with the CITAC Security Guard at the CITAC.

H. **Premise Alerts**

1. The Rappahannock-Rapidan Health District as of April 3, 2020 will be releasing Protected Health Information (PHI) to the Emergency Services Director and to our Communications Center for premise alerts. This information will include the initials and address of those patients that have tested positive for Covid-19, or Coronavirus.
2. This information is to help protect the safety of first responders who are on the frontlines handling essential tasks.
3. The Communications Center will then enter this information into the CAD as a premise alert for the patients address.
4. When you respond to any call of service and a patient has a premise alert for a positive test the Dispatcher will declare on the radio, "CODE ORANGE – Follow All Agency SOP's".
5. Please note that the Emergency Services Director will only authorize premise alerts for patients that have been tested positive for Covid-19 and will not add premise alerts for quarantined residents or presumptive, positive symptoms.
6. If a citizen self-identifies themselves as having been tested positive for Covid-19 to an employee of the Culpeper Police Department get the person's address and pertinent information and contact Emergency Services Coordinator Bill Ooten. It will be his decision to add this person to the premise alert.
7. All employees with knowledge of the PHI will treat it as highest priority to safeguard patient's medical history, including not disseminating this information outside of your first responder activities.

I. **Resource Management**

1. All police officers are essential personnel. If a Coronavirus outbreak occurs in our community, officer's shifts and schedules will be altered so the Culpeper Police Department can provide essential public safety functions. All employees will be compensated by Town of Culpeper policy.

2. Any officer in a specialized assignment may be re-directed where needed to provide essential public safety functions.
3. If a Coronavirus outbreak occurs, the Chief of Police has the authority to establish police officer response guidelines for calls of service. Whereas, non-essential, non-priority calls may not be handled initially or officers may be permitted to release additional offenses on a Uniformed Traffic Summons.
4. The Culpeper Sheriff's Office and the Virginia State Police may be requested to assist with calls of service in the Town of Culpeper if Culpeper Police Department resources are not available. Other law enforcement agencies may be contacted to supplement resources through mutual aid agreements.
5. The Culpeper Police Department will adhere to the Culpeper County Emergency Operation Plan if Mass Quarantines and or Sheltering occurs.