



**Los Angeles Police Department**  
**Counter-Terrorism and Special Operations Bureau**  
**EMERGENCY PREPAREDNESS**  
**BULLETIN**

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Prepared by Emergency Services Division

## Coronavirus Disease 2019 (COVID-19) Exposure Procedures

### PURPOSE

This revised bulletin outlines procedures to assess, counsel and care for Department employees after they have had possible exposure to someone infected with Coronavirus Disease 2019 (COVID-19). While some of the procedures listed in this bulletin are specific to COVID-19, most of the procedures apply to exposures to all communicable diseases.

### PREVENTION

Most exposures to communicable disease will not occur if proper prevention take place.

Department employees can prevent exposure to communicable disease by:

- If you are sick notify your supervisor, stay at home, and don't come to work.
- Wash hands frequently with soap and water for at least 20 seconds and/or utilize a hand sanitizing solution with at least 60% alcohol content.
- Avoid touching your face.
- Thoroughly cleaning and disinfecting work stations, vehicles, and surroundings.
- Maintaining good health, getting enough rest, maintain a moderate exercise program, eating healthfully, avoiding tobacco use, etc.
- Keeping current on vaccinations.
- When interacting with a member of the public exhibiting upper respiratory symptoms (sneezing, coughing), provide them a surgical mask if one is available, or stand six feet away.
- Wearing proper Personnel Protective Equipment (PPE). In the case of interacting with members of the public suspected of having COVID-19, proper PPE is:
  - P-100 or N-95 mask
  - Eye protection (safety goggles or face shield)
  - Nitrile gloves

The above list is not exhaustive. It is intended to provide a framework to which employees can add preventive measures specific to their working environment.

### PPE CONSIDERATIONS FOR FIELD OPERATIONS

The PPE kits issued by the Department are dual purpose kits intended for use both when contacting members of the public suspected of having COVID-19 and for use when responding to fires. The N95 mask and eye protective goggles are to be used with the nitrile (rubber) gloves when contacting a person suspected of having COVID-19. Employees shall use all three items,

N95 mask, goggles, and nitrile gloves, for full protection. The N95 mask and eye protective goggles should be used with the leather work gloves when responding to a fire. The N95 mask and nitrile gloves are single use disposable items which will be replaced when used, while the goggles and leather work gloves shall be retained by the employee for re-use. In the initial stage of the current COVID-19 declared emergency, there is an acute shortage of N95 masks.

Therefore, officers are cautioned to only use the PPE in cases where there is a real concern of exposure. When contacting a member of the public exhibiting respiratory systems (sneezing and coughing), thought should be given to the necessity of making contact versus risk of possible exposure. If time permits and contact is necessary, PPE should be worn. If there is no need to approach within six feet, it is general safe to remain outside of six feet without PPE. Finally, if a suspect exhibiting symptoms is in custody and must be transported in a police vehicle, PPE should be worn. If an employee is required to accompany a suspect or victim suspected of having COVID-19 in a Rescue Ambulance (RA), PPE should be requested from the RA crew. If PPE is not available from LAFD personnel, the employee should use their own.

## EXPOSURE

The risk of exposure to COVID-19, or any other communicable disease, is very low if a six-foot distance is maintained from the person or if PPE was properly used.

**Possible Exposure With No COVID-19 Nexus:** While at work, the employee comes in contact with a person who is sneezing, coughing or showing other symptoms of being ill, but there are no additional facts that provide a nexus to COVID-19.

- There is no need for further action, and the employee will continue to work.
- The employee should wash their hands with soap and water and decontaminate any areas the ill person may have contaminated.
- The employee may document the incident on a modified Employee's Report, Form 15.07.00 for COVID-19.
- The employee's supervisor or Sick and Injured on Duty (IOD) Coordinator should follow up with the employee.

**Possible Exposure to a Confirmed or Suspected COVID-19 Case:** While at work, the employee comes in close contact with a person who is sneezing, coughing or showing symptoms of being ill, and there are facts that indicate a strong probability of COVID-19. Example: Recent travel to an affected area, exposure to a confirmed case, unsubstantiated claims of being infected.

- The employee shall contact a supervisor.
- The supervisor shall ensure that the employee completes the modified Employee's Report, Form 15.07.00, (Attached). The attached modified Employee's Report, Form 15.07.00 for COVID-19 will assist personnel in completing the documentation for COVID-19.
- The responding supervisor shall review the details of the potential exposure to determine the correct level of risk, in accordance with guidelines established by the Centers for Disease Control and Prevention (CDC). <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

- The supervisor shall, during normal business hours, notify the Department's Medical Liaison Section (MLS) at (213) 486-4600. If after hours, leave a voicemail message. The completed modified Employee's Report, Form15.07.00 for COVID-19 shall be emailed to [mlsnotifications@lapd.online](mailto:mlsnotifications@lapd.online).
- The responding supervisor shall ensure that notification is made to the affected employee's chain of command.
- The Area/Division commanding officer receiving the modified Employee's Report, Form15.07.00 for COVID-19, and related reports shall review and ensure that all documents were forwarded to Medical Liaison Section, Personnel Division.
- Medical Liaison Section, Personnel Division, upon receiving a copy of the modified Employee's Report, Form15.07.00 for COVID-19, and related reports shall cause a copy of the modified Employee's Report, for 15.07.00 for COVID-19 to be placed in each employee's medical package.
- At the request of the employee, a supervisor will direct the employee to a Point of Entry facility (Department approved medical facility), for medical treatment. The involved employee shall follow the advice of the attending physician as to whether or not the involved employee shall return to work or self-isolate off duty.
- If directed to self-isolate off duty, the employee will need a return to duty evaluation before returning to work.

## MEDICAL LIAISON SECTION

- Medical Liaison Section will maintain liaison between the employee, the commanding officer of the employee, the City's Worker's Compensation Administrator, and Medical Services Division (MSD).

## TIMEKEEPING

If an employee is placed off duty, the employee's timekeeping shall reflect that employee as assigned home on "Special Detail" (SD). Based on the final determination by the treating physician, the employee's timekeeping will be adjusted as necessary.

## BEHAVIORAL HEALTH

Dealing with the stress of a communicable disease exposure can be overwhelming, particularly if the exposed employee is isolated from co-workers and family. All employees are reminded that the professionals assigned to the Department's Behavioral Science Services and Peer Support Team members are an excellent resource to help the employee, the employee's co-workers, and the employee's family to cope with any related stress.

## VEHICLE DECONTAMINATION PROCEDURES

If the police vehicle used by the employee requires decontamination, the following procedures apply:

- The employee's supervisor will contact Motor Transport Division and notify them of a possible bio-hazard contamination of COVID-19.

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- The affected vehicle will be transported to the division of assignment, locked, secured, quarantined, and marked “Contaminated” on the windshield.

For further information, please visit the following link for the Center of Disease Control and Prevention website: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

Any questions regarding the content of this bulletin, should be directed to Emergency Preparedness Unit, Emergency Services Division, at (213) 486-5730.

To ensure all employees have a clear understanding of this policy, commanding officers shall review this Departmental Bulletin with all employees in their command.

Attachment