

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-114
Office Member Exposure to Infectious Diseases		
Effective Date: 04-29-20 Supersedes 12-30-14	Approval: Sheriff	Number of Pages: 5
References: Title 25 CRS	Reevaluation Date: Annually or as needed Reviewed	Standards: ACA 7E-01 5 th Edition

I. RELEVANT STATUTES

Title 25 C.R.S. – *Public health and environment*

II. POLICY

Public safety personnel respond daily to a wide variety of emergency situations. A small percentage of these situations result in exposure to blood or other body fluids that may endanger their health. This policy provides a procedure for reporting and evaluating potential exposure to infectious disease occurring to members of the Office.

This procedure accomplishes the objectives of reporting the incident, evaluating the source person, and providing information to public safety personnel within the framework of existing statutes (Title 25 C.R.S. -*Public Health and environment*) and current medical practices, while protecting the confidentiality of medical and public health information.
<[7E-01](#)>

III. DEFINITIONS

Infectious Diseases

A disease caused by a microorganism or other agent, such as a bacterium, fungus, or virus that enters the body of an organism. These include Diphtheria, Viral Hemorrhagic Fevers (such as Ebola), Hepatitis B, Hepatitis C, Human Immunodeficiency Virus (HIV/AIDS), Meningitis, MRSA (Methicillin-resistant Staphylococcus aureus), Plague, Rabies, and Tuberculosis.

Exposure

Contact with blood or other body fluids, sharing the same air space, or having direct contact with droplets from the respiratory tract of a contagious person or other infectious agent.

Infection

Evidence exposure has resulted in the presence of viable microorganisms within the body.

Source Person

The person who is the source of the microorganisms, whether or not the person is under medical care at the time of exposure.

IV. PROCEDURE

- A. Employees who think they were exposed to blood, body fluids, secretions, or excretions of another, especially someone suspected to be infected with an infectious disease, should as soon as possible, stop working and wash the affected skin surfaces with soap and water. Mucous membranes (eyes, nose, mouth, etc.) should be irrigated with a large amount of water or eyewash solution.
 - 1. If an exposure occurred while on-duty, the Office member shall notify their supervisor of the circumstances and follow established Douglas County Risk Management procedures on work injuries. The member shall be transported to an approved medical facility for examination to determine the possibility of infection. The medical authority shall document the results in a written report and perform baseline tests when medically appropriate. If no exposure or infection has occurred, the physician will explain this to the member. No testing of the source person or further follow-up is indicated. A second opinion is at the member's expense.
- B. If a potential infection occurred, the following procedures shall be initiated:
 - 1. If the Office member is under the care of the same physician as the source person (e.g., same emergency room physician), the physician will assess the source person for suspected infectious diseases and order appropriate tests with the consent of the source person. The physician will document as to whether consent was obtained or refused by the source person.
 - 2. If the Office member is not under the care of the same physician as the source person, the member's supervisor, working with the Douglas County Risk Manager, will notify the Colorado Department of Public Health and Environment (CDPHE). The CDPHE will investigate the case and follow-up with the source person's physician or directly with the source person.
 - 3. If the source person tests negative the emergency room physician or CDPHE will notify the Office member and the Office that an infection did not occur and that no further follow-up is indicated.
 - 4. If the source person tests positive, the member and the Office will be advised to undergo diagnostic testing to determine if the exposure resulted in infection.
 - 5. In all cases of exposure or infection, the member shall follow the instructions prescribed by medical authorities.
 - 6. The CDCHP will notify the member in confidence of the results of the diagnostic testing performed on the source person and will assist the member in obtaining counseling.
- C. The Office supervisor may contact an officer of the CDCHP to determine whether circumstances of the incident pose a serious risk of exposure or disease. This office is on call 24 hours a day. Routine consultation may be obtained by calling 8:30 a.m. to 5:00 p.m., Monday thru Friday.
- D. The Sheriff's Office will maintain the confidentiality of personal medical information of all parties. State statute protects this information.

V. WORKERS' COMPENSATION

If the incident occurred while on-duty, the member's supervisor is responsible for completion and dissemination of the Workers' Compensation forms.

VI. OFF-DUTY EXPOSURE

If an infectious disease exposure occurs while off-duty the member shall report the incident to his immediate supervisor. The supervisor will make the appropriate documentation and follow-up with the member.

By Order of the Sheriff

Memorandum

Office of Professional Standards



TO: All Employees

FROM: Sheriff Tony Spurlock

DATE: April 29, 2020

SUBJ: Special Order Regarding COVID-19 Exposure

This order is to provide guidance on employee exposures to Covid-19. All staff will wear protective (PPE) equipment in order to reduce the risk of exposure while at work. In the event an employee is exposed to someone who has tested COVID positive or is showing COVID symptoms, employees will take the following steps dependent upon circumstances. **In all cases, if an employee is sick with any COVID symptoms, the employee is not to come to work and will notify their direct supervisor. The supervisor will notify their chain of command.**

1. If an employee is wearing full PPE or there is no close contact with a suspected or known COVID patient, the risk for exposure is minimal and the employee will continue to work as assigned. Close contact is defined as being within approximately six feet of a known or suspected Covid-19 patient for longer than five minutes. Full PPE is defined as eye protection, gown, gloves, and mask. There is no need for a worker's compensation claim in this case unless the exposure occurred at work and the employee becomes sick and has a positive COVID-19 test. If the employee gets sick see instructions in section 4 of this order.
2. An employee who is only wearing mask and eye protection with close contact of suspected or known COVID patient or employee and patient wearing masks only, or employee travels, or was in close contact with someone who was asymptomatic at the time of exposure (within 48 hours of contact) there is low risk of exposure. Employees will then decontaminate clothing, duty belt and shoes/boots. The employee will notify their immediate supervisor. The supervisor will notify their chain of command. The employee will work as assigned and monitor themselves for symptoms and fever. There is no need for a worker's compensation claim in this case unless the exposure occurred at work and the employee becomes sick and has a positive COVID-19 test. If the employee gets sick see instructions in section 4 of this order.
3. If a household member is sick with COVID or COVID symptoms the employee should contact their immediate supervisor. If possible, the family member should be tested for COVID-19. A surgical mask should be placed on the sick family member and the employee must isolate in home and self-monitor for symptoms and wear a mask at home and work during the family member's symptomatic period. If the household member tests

positive and either the family member or employee was not wearing a protective mask for 48 hours prior to or during symptomatic period of close contact refer to procedures in section two. This is not a worker's compensation case and no claim will be filed.

4. If an employee is sick with symptoms of COVID-19 the employee should contact their primary care physician and will contact their immediate supervisor. The supervisor will contact their chain of command. **The employee will not come to work.** The employee will get a COVID-19 test if available and will isolate until released by a physician. The employee may return to work only if seven days has passed since the onset of symptoms and has no fever for 72 hours without the use of medication to reduce fever. If the employee becomes sick due to an exposure at work, file a worker's compensation claim.
5. If an employee comes in close contact with a suspected or known COVID patient and the employee was not wearing a mask, or the employee was wearing some PPE but not a mask, or the patient was not wearing a mask and the employee had a mask but no eye protection then there is a medium to high risk of exposure. The employee would become a high risk to expose others after 24 hours. The employee will decontaminate clothing, duty belt and shoes/boots. The employee will contact their immediate supervisor who will notify their chain of command. The employee will not come to work and will self-quarantine. The employee will be tested for COVID if tests are available. If a test is not available, the employee will self-monitor and quarantine for 14 days and may return to work only if there are no symptoms. If the employee gets sick, follow instructions in section four of this order. If the employee tests negative, they will return to work. If the exposure occurs at work, file a worker's compensation claim.

Worker's compensation claims will be filed through the Office of Professional Standards following procedures as outline in Office policy [P&P-L-103 Workers Compensation](#).

Each Chief Deputy will be responsible for obtaining and tracking exposure information and maintaining that information on a spreadsheet with the administration. This information is to be kept confidential and used to ensure that a healthy work force is maintained and minimize exposure across the office. All employees on leave for COVID symptoms, an exposure or positive test results will be tracked by the chief deputies and this information will be communicated to the Sheriff. All test results will, either positive or negative, will be communicated to the Sheriff.

Each Chief Deputy may request the Office of Professional Standards to assist in follow up investigation for work related exposures in order to help determine the COVID status of people contacted by employees in the course of their duties in order provide further insight into the degree of exposure and the inherent risks.

This order will be attached as an addendum to Office Policy regarding Office Member Exposure to Infectious Diseases P&P-B-114 and is therefore considered policy. The flow chart, COVID-19 Exposure Guidelines (04/01/2020) provided by the Colorado Department of Public Health & Environment is part of this order.