



DEPARTMENT NOTICE

20-026
03/09/20

Information for COVID -19 Exposure

The SFPD works on the front lines with the general public at all times and, as such, we may have close contact with individuals who could have COVID-19. It is vital we take proper steps to protect ourselves from exposure, manage our supplies and use of Personal Protective Equipment (PPE) responsibly.

Protecting Yourself from Exposure:

- If you are sick, notify your supervisor, stay home and do not come to work.
- Wash hands frequently with soap and water for at least 20 seconds and/or utilize an alcohol-based hand sanitizer with greater than 60% alcohol content.
- Avoid touching your face; viruses are frequently transmitted from our fingertips to our nose, mouths or eyes.
- Ensure vehicles are stocked with a SFPD Infectious Control Kit (PPE). Included in the kit are disposable gloves, gown, N-95 Respirator and eye protection.
- If you suspect an individual may have COVID-19 (the symptoms are very similar to the flu) try to maintain a distance of at least 6 feet.
- In instances when there is close contact with an individual suspected of having COVID-19, utilize the PPE kit. Close contact is defined as being within 6 feet of an individual with COVID-19 or suspected COVID-19.
- **Members shall ask all individuals prior to transportation if they have a fever, cough, shortness of breath or coronavirus symptoms. If the individuals reply "yes" to any of the symptoms do not transport to a police facility and contact a supervisor.**
- **Have EMS transport, when possible, individuals suspected to have COVID-19 to SFGH for evaluation. Do not transport the individual to any police facility.**
- Commanding Officers should be proactive in ensuring routine cleaning and disinfecting of their stations. In the event of a confirmed COVID-19 case at the station, the Platoon Commander shall contact the Department Operation Center in order to initiate an infectious disease cleaning protocol.

Managing Personal Protective Equipment:

Due to the COVID-19 virus, N-95 masks are in great demand, however the supply of masks is limited. ***These respirators should be available and accessible to all on-duty members when needed.*** Each station unit Commanding Officer shall designate the Facility Coordinator to pick up masks from the Hall of Justice Property Room and ensure the Station's allocation is preserved. Respirator masks shall be used in the proper circumstances. ***The mask primarily prevents the wearer from infecting others.*** People who wear the N-95 mask improperly actually increase their own risk of infection by continually adjusting them and touching their faces.

A PPE Infectious Control Kit is equipped in every marked Department patrol vehicle. VMO's shall ensure Department vehicles are properly equipped.

When Close Contact is Necessary:

- Utilize Personal Protective Equipment (PPE). EMS will dispose of soiled PPE when placed in contamination bags.
- If an individual suspected or confirmed to have COVID-19 has been transported in a department vehicle, have the VMO down the vehicle until it is decontaminated, per DB 19-079.
- If there is direct contact with an individual who is suspected or confirmed to have COVID-19, disinfect your gear with household disinfectant, carefully launder clothes and avoid contact with surfaces as much as possible- refer to the CDC link provided.

Direct Contact with Confirmed Case of COVID-19 while on Duty:

- If you have direct contact with a subject who has a **confirmed case (medical diagnosis from a certified medical professional)** of COVID-19 while at work, immediately contact your supervisor. You may be directed to **not** return to work for a minimum mandatory period of 14 calendar days on Paid Administrative Leave (**PAL**). Prior to returning to work, you must contact the Police Physician, Dr. Richard Martin at (415) 837-7226 to schedule a return to work visit.
- SFGH will test custodies suspected of COVID-19 when medically appropriate.
- Email the Police Physician Dr. Martin (Richard.w.martinmd@sfgov.org) the name, birthdate and last disposition of the contact/custody suspected of having COVID-19.
- If you develop flu like symptoms, do not return to work until you have no symptoms and have been cleared your personal physician. Prior to returning to work, you must contact the Police Physician, Dr. Richard Martin at (415) 837-7226 to schedule a return to work visit.
- A full industrial injury/illness (SFPD 439, DWC1, and 5020) packet shall be completed by the member's supervisor.

Direct Contact with Suspected Case of COVID-19 while on Duty:

- If you have direct contact at work with a subject who has a **suspected case (no medical diagnosis or confirmation)** of COVID-19, the member shall prepare a memorandum for a "Document Only" industrial injury/illness investigation (SFPD 439) to be completed by their supervisor.
- If you develop symptoms from direct contact of a **suspected** case of COVID-19 while at work, immediately notify your supervisor. You may be directed to **not** return to work for a minimum mandatory period of 14 calendar days on Paid Administrative Leave (**PAL**) and seek medical attention with your personal physician. The member's personal physician will provide direction for COVID-19 testing protocol. A full industrial

injury/illness (SFPD 439, DWC1 and 5020) packet shall be completed by the member's supervisor.

- The member shall notify their Commanding Officer and Medical Liaison Unit regarding the change in the member's health status.

Non-Work Related/Non-Industrial Exposure to COVID-19:

- If you have been diagnosed with COVID-19 or have symptoms consistent with COVID-19 from a source that is not work related, do not come to work until you have been cleared by your personal physician and the Police Physician. Notify your supervisor to use paid sick leave (SP) or any other paid leave.


Reporting:

- In all reports by a member of a suspected or confirmed case of COVID-19 that requires the member to be placed on PAL and/or SP, they shall notify their Commanding Officer and Medical Liaison Unit without delay.
- Any Department member may call the Nurse Triage/Injury Hotline at 855-850-2249 to discuss their concerns and file a report of any workplace exposure or illness.

Members should contact the Department's Americans with Disabilities Act Coordinator at the Medical Liaison Unit (415) 837-7222 with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.

Related Information:

- CDC, Corona Virus Information <https://www.cdc.gov/coronavirus/2019-ncov>.
- CDC, Home Quarantine <https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>
- World Health Organization, N95 Masks <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>
- DB 19-079, *Potentially Contaminated Vehicle Protocols*


WILLIAM SCOTT
Chief of Police

Per DB 19-156, both sworn and non-sworn members are required to electronically acknowledge receipt and review of this Department Notice in HRMS. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional guidance about the directive.-



COVID-19 FREQUENTLY ASKED QUESTIONS

Updated as of 3/9/2020 at 3:00 PM and may be amended.

EMPLOYEE LEAVE AND COMPENSATION

1. **Can employees use sick leave if they contract COVID-19 or if they are placed in quarantine by public health officials?**

Yes, if the employees have accrued sick leave available. If not, other accrued paid leave or unpaid sick leave will apply.

Sick leave can be used for absences due to illness, the diagnosis, care or treatment of an existing health condition or preventative care for the employee or the employee's family member.

If an employee is instructed by their health care provider to stay home from work as a result of potential exposure to COVID-19, sick leave or other accrued leave should be used.

2. **Should departments require a doctor's note for absences in excess of five (5) days during the COVID-19 emergency?**

The City will not require a doctor's note to verify sickness caused by acute respiratory illness or flu-like symptoms, as medical offices and clinics may be advising patients not to come in and cannot provide medical verification. This applies to both sick leave verification and return-to-work.

For absences due to other types of illness or injury, a doctor's note is still required including cases of sick leave restriction or return to work after absences in excess of five days.

3. **When will an employee be placed on Paid Administrative Leave?**

City employees who are sent home due to possible workplace exposure to COVID-19 will be placed on Paid Administrative Leave (PAL) if they cannot work remotely. The department will determine whether there is remote work available (for example, handling phone consultations) and, if so, the employee will remain on regular paid status. If remote work is not possible or available, the employee will be on paid administrative leave

For payroll purposes, enter PAL Incident Activity Code 0000 – Do Not Report to Work.

4. **Can a department send an employee home if the department believes the employee is too sick to work?**

If an employee comes to work and appears to be sick, the employee's supervisor should direct the employee to go home.

5. **Other COVID-19 Specific Scenarios:**

- If an employee has been **diagnosed with COVID-19** or **has symptoms consistent with COVID-19** (fever, cough, shortness of breath), **direct** the employee not to come to work and to stay home until cleared by their healthcare provide to return to work.
 - Place employee on paid sick leave
 - If the employee exhausts paid sick leave balance, employees may use other paid leave or take unpaid sick leave

- If an employee has been **advised to self-isolate by a medical provider and does not have symptoms consistent with COVID-19:**
 - Allow the employee to telecommute if possible
 - If the employee cannot telecommute, allow the employee to use paid sick leave or any other paid leave
 - If the employee exhausts their paid leave balances, the employee may take unpaid sick leave

- If an employee cannot come to work due to **school closures** because of COVID-19:
 - Allow the employee to telecommute if possible, and if the employee can still work a full day without needing to provide childcare
 - Allow the employee to use paid leave (sick, vacation, floating holidays, accrued compensatory time off)
 - If the employee exhausts their paid leave balances, allow the employee to take unpaid leave if operationally feasible.

- If an employee cannot come to work due to **transportation disruptions** because of COVID-19:
 - Allow the employee to telecommute if possible
 - If it is not possible for the employee to telecommute, consider allowing temporary shifts in the schedule so the employee can commute outside of rush hour
 - Encourage the employee to consider alternative methods of commuting
 - If the employee simply cannot come to work, consider approving vacation, compensatory time off, or floating holidays to cover the lost time

Employees may be eligible for [State Disability Insurance](#) for COVID-19 related claims.

DISASTER SERVICE WORKERS

1. How will Disaster Service Worker (DSW) assignments be designated, and what factors should be considered?

Assignments will be based on the needs of the Emergency Operations Center, departmental operations, employee skills and qualifications, and employee availability. Employees assigned to the EOC are typically assigned for 1 – 2 weeks, but the duration will vary depending on operational needs. Departments will receive a DSW request that outlines the proposed job class, duties, hours, duration of the assignment, and reporting location. DSWs may have specialized duties depending on their normal work or any special skills they may possess. Employees may also have to perform general duties that are not part of their normal duties, such as clerical support, damage assessment, driving, food preparation, sorting, packing, or loading. Employees will not be assigned DSW work for which they are not qualified and trained.

2. Where is the Emergency Operations Center located?

The Emergency Operations Center is located at the Department of Emergency Management, [1011 Turk Street, San Francisco , CA 94102](#)

3. When will employees receive their assignments?

Departmental Personnel Officers will make DSW assignments in consultation with their Department Heads or designated Managers. DHR's DOC will provide specifics on DSW assignments (DSW location, hours, and to whom to report).

4. Can employees volunteer to be a DSW worker? Will the department ask for volunteers first?

Departments may ask for volunteers before making mandatory assignments. Departments should take into consideration departmental operational needs, employee availability, employee discipline or attendance issues, and the skill set needed for the DSW assignment.

5. Is the assignment mandatory?

California law designates all public employees as Disaster Service Workers (DSWs). DSWs perform disaster-related duties as required to promote and maintain public health and safety during a declared emergency. DSWs may be required to come to work at any time of day to perform disaster-related duties. These duties may not be part of an employee's regular duties and may not be at the regular work location. DSW responsibilities may continue into the recovery phase of an emergency and may be organized into daily or hourly shifts that are different from an employee's regular work schedule.

6. How should we respond if an employee refuses the assignment?

All City employees are designated by both State and City law as Disaster Service Workers and are expected to report to duty when called upon. If an otherwise available employee refuses their DSW assignment, departments should meet with the employee to remind

them of their DSW obligation and to address any concerns they may have about the assignment.

7. Will employees' schedule stay the same?

When possible, current schedules will be maintained. However, operational needs of the Emergency Operations Center will determine when DSW employees are required to work.

8. How long will the assignment last?

DSW assignments are based on EOC necessity. However, most assignments will be rotational and last approximately 2 weeks.

9. Will deployed DSWs keep their alternative work schedules?

Employees can request to maintain their alternative work schedules during DSW deployment. However, their schedules may need to change temporarily during the deployment due to operational needs of Emergency Operations Center.

10. Should departments stop approving future vacations for the time being?

Departments should continue to review all time off requests as they normally would, and approvals will continue to be based on staff availability and current departmental needs.

11. Will employees be allowed to take previously approved vacations or appointments or attend to childcare issues and other obligations?

The EOC will work with DSWs' schedule needs, such as childcare pickups, scheduled time off (e.g., doctor's appointments, pre-approved vacations). However, operational needs of the Emergency Operations Center will determine when DSWs are required to work.

12. If a DSW employee is sick, whom do they notify?

If they will be absent from work, deployed DSWs should notify both their designated contact for their DSW assignment, and their regular supervisor.

13. Who can answer payroll questions about DSW time reporting?

Direct your questions about time reporting to Christine Beetz at People & Pay:
christine.beetz@sfgov.org

14. How will DSWs be compensated?

Employees will continue to receive their normal pay during DSW deployment (including overtime or compensatory time, if they should earn it).

If DSWs are required to perform duties outside the scope of their appointed classifications they *may* be eligible for additional pay, such as acting assignment pay, if the duties are associated with those of a higher paying classification and the conditions laid out in the appropriate MOU are met.

15. Will the “Z” symbol be lifted to allow for overtime compensation for DSWs?

If employees are required to work a significant number of hours in excess of their normal work schedules for a prolonged period of time, with a limited ability to use compensatory time off, the City may suspend the Z symbol in these instances. Please see following link for more detail, and be sure to ask employees to track and report their hours: <https://sfdhr.org/sites/default/files/documents/Classification-and-Compensation/Suspension-of-the-Z-Symbol.pdf>

TELECOMMUTING

1. Do departments have to allow telecommuting?

During this emergency, the City is encouraging departments to allow telecommuting when operational needs and technology make it possible. Each department retains the right to determine whether an individual employee’s job is compatible with remote work. There are some jobs that cannot be done remotely and there are critical public services that must be provided in person, including responding as a DSW. Please review the policy here: <https://sfdhr.org/telecommute>

DHR recommends the following as to telecommute requests:

- Give priority for telecommuting to employees who self-identify as being part of the COVID-19 vulnerable population
- If more employees desire to telecommute than can be accommodated, alternate telecommute days among employees so that more of them can do it
- If a telecommute request cannot be granted, document the business reasons for doing so and share them with the requesting employee

WORKERS’ COMPENSATION

1. Is an employee who is exposed to COVID-19 at work entitled to workers’ compensation benefits?

No. Workers’ compensation benefits are extended to employees who become injured or ill as a result of their work. An exposure is not an illness.

2. What if the employee contracts COVID-19 after the known exposure? Would that be a valid workers’ compensation claim?

The general rule is that the employee would have the burden to prove that they contracted the virus as a direct result of their work activities, such as a health care worker who tended to an infected patient. The Workers’ Compensation Division will evaluate each claim on a case-by-case basis to determine whether the work activities were the direct source of the illness.

3. When should a supervisor provide a DWC-1 claim form to someone who has been exposed to persons with COVID 19?

It's always appropriate to provide a claim form when an employee believes that they have a work-related injury or illness. The employee may choose whether to submit the claim. The supervisor should keep a record of when a claim form is provided to an employee.

4. Will my time off for COVID-19 isolation or testing be covered by Workers' Compensation?

No. An exposure is not an illness.

5. Is there a "presumption" that health care workers or first responders who contract COVID-19 are covered by Workers' Compensation?

No, there are no legal presumptions that COVID-19 infections are related to work for first responders or health care workers. However, any of these employees who contract COVID-19 and believe that it is a direct result of their work activities should report it to their supervisor and file a Workers' Compensation claim.

6. What if an employee has symptoms of COVID-19?

Employees should always contact their health care provider with health concerns. Employees who believe that they have been exposed to COVID-19 as a result of their work can also contact the Nurse Triage/Injury Hotline at [855-850-2249](tel:855-850-2249) to discuss their concerns and file a report of the exposure or illness.

7. Who can answer questions about workplace exposure from coworkers or the public, and about to keep employees safe?

Employees, supervisors and DPOs can call the Nurse Triage/Injury Hotline at [855-850-2249](tel:855-850-2249) to get their questions answered on the likelihood of exposure and how to stay safe at work. Departments without Industrial Hygienists or safety officers may also request guidance from the Emergency Operations Center.