



Series 400 Personnel	Effective Date 9/1/2020	Review Date Three Years	Directive Number 403.9
Chapter 403 – Employee Wellness			
Reviewing Office Office of Support Operations			<input checked="" type="checkbox"/> New Directive <input type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

DEPARTMENT COVID-19 RESPONSE

403.9 - 1 PURPOSE

The purpose of this Directive is to detail the additional precautions taken by the Department during the COVID-19 pandemic, the expectations for quarantined or isolated members, and the return to work guidelines.

403.9 - 2 POLICY

It is the policy of the Detroit Police Department to promote the health and safety of its Department members, their families, and the public through maintaining protocols in accordance with the Centers for Disease Control (CDC) during the COVID-19 pandemic.

403.9 - 3 Definitions

403.9 - 3.1 Asymptomatic Member

A person without symptoms, or producing no signs of disease.

403.9 - 3.2 Command Post

The Command Post is responsible for receiving calls about any potentially exposed member, a member who tested positive, or any member who is expressing COVID-19 symptoms.

403.9 - 3.3 COVID-19 Symptoms

COVID-19 symptoms include but are not limited to fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, and / or purple or blue lesions on feet.

403.9 - 3.4 Coronavirus (COVID-19)

Coronaviruses are a family of viruses found in people and animals causing a range of illnesses from the common cold to severe respiratory infection. The Novel Coronavirus Disease 2019 (COVID-19) is the name given by the World Health Organization for a new respiratory disease first identified in Wuhan, China, in December 2019.

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403.9 - 3.5 Exposure

An exposure is when a member is in a household or has close contact (e.g. scout car or office space) within 6 feet of an individual with confirmed or suspected COVID-19.

403.9 - 3.6 Isolation

Separating people who are ill and have either tested positive or are awaiting testing for a virus to prevent the spread of the communicable disease.

403.9 - 3.7 Pandemic

A pandemic is defined as an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

403.9 - 3.8 Quarantine

To separate and restrict the movement of people who have been or may have been potentially exposed to a communicable disease and are not yet ill.

403.9 - 3.9 Self-Quarantine

The voluntary act of putting oneself in quarantine.

403.9 - 3.10 Shelter-in-Place

Requires individuals stay in a safe non-public location (home), except for essential activities.

403.9 - 3.11 Social Distancing

Maintaining six-feet of distance between people to avoid the spread of disease.

403.9 - 3.12 Symptomatic Member

A person with symptoms, or producing signs of disease.

403.9 - 3.13 Wellness Screening

A health examination that is designed to identify and detect any signs of the virus.

403.9 - 3.14 Workplace Monitoring

A practice that involves members observing their own condition for health purposes while in the workplace.

403.9 - 4 COVID-19 Pandemic Workplace Precautions

403.9 - 4.1 Wellness Screening

All members shall measure their temperature and assess symptoms prior to starting and before leaving work. Should any member begin to experience symptoms associated with COVID-19 and believe them to be outside of any allergies they may suffer annually, the

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members shall adhere to the protocols in 403.9 – 5 Symptomatic and COVID-19 Positive Members.

403.9 - 4.2 Mandatory Precautions for All Department Members

All Department members shall adhere to the following practices prior to and during their work shift:

1. **Regular Monitoring:** The member shall continuously self-monitor for COVID-19 symptoms, and any symptom shall be reported to their supervisor;
2. **Surgical Mask Wearing:** The member shall always wear a surgical mask while on duty. Members are encouraged to wear the surgical mask off-duty;
3. **N-95 Mask Wearing:** Members shall wear their N-95 mask whenever they respond to a police run or in any other scenario identified in Manual Directive 403.2 Infectious Disease Control;
4. **Social Distancing:** The member shall remain six (6) feet away from other personnel whenever feasible and shall practice social distancing as work duties permit;
5. **Disinfect and Clean Workspaces:** The member shall clean and disinfect all commonly used workspaces such as computers / laptops, steering wheels, and desks before touching;
6. **Hand Washing:** The member shall clean or sanitize their hands after touching any surface and frequently throughout the day; and
7. **Safe Office Space:** All cubicles without walls shall have a sneeze guard installed to protect Department members.

403.9 - 4.3 Mandatory Testing of all Department Members

1. All Department members shall have a negative test result from a rapid testing site. Any member who does not have a negative test on file shall be scheduled by the Department. Any member who refuses to be tested or does not arrive for their scheduled testing may be subject to discipline.
2. All Department members returning to work from furlough, disability, extended sick, or any other absence extending for longer than 7 days shall be tested on or shortly before the date of their return.
3. During a wellness screening, a member shall be tested if they express any COVID-19 symptom outside of any normal seasonal allergies that the member may suffer.
4. Any newly hired member shall be tested before they report to work.

403.9 - 4.4 Exposure Protocol

Members shall continue to work following a potential or confirmed exposure to COVID-19 given they remain asymptomatic. If any member who was exposed to COVID-19 becomes symptomatic, they shall adhere to 403.9 – 5 Symptomatic and COVID-19 Positive Members.

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403.9 - 5 Symptomatic and COVID-19 Positive Members

All members shall adhere to the below process when a member expresses any symptom related to COVID-19 outside of any annual allergies that the member may suffer.

403.9 - 5.1 Member identifies Symptoms

During a wellness screening, at home, or at any other time, if a member begins expressing symptoms associated with COVID-19 that are outside of any annual allergies that they may suffer annually, the member shall contact their supervisor.

403.9 - 5.2 Supervisor contacts Command Post

1. Once notified of a member expressing any COVID-19 symptoms outside of any annual allergies that the member may suffer, the supervisor shall contact the Command Post from 9 AM to 5 PM Monday – Friday or Notification and Control outside of those hours. The supervisor shall provide basic information about the member showing symptoms (e.g. name, symptoms, reliable contact information, emergency contact information, potential sources of exposure, individuals member has been in contact with); and
2. The supervisor shall fill out the COVID-19 Test Request Form found on the Department Intranet entitled “COVID-19 Test Request” and follow all instructions found therein.

403.9 - 5.3 Expectations for Isolated Members

1. Members who are in isolation shall receive a daily phone call from a Department member. During this call, the Department shall check in on the members’ wellbeing and assess if they have any needs (e.g. healthcare, food, emotional support). Once the member recovers, the Department shall also assist the member in returning to work. The quarantined member is responsible for responding to these messages.
2. Quarantined or isolated members are strictly prohibited from attending Department events.
3. Quarantined or isolated members should limit their interaction with other members of the public wherever feasible.

403.9 - 5.4 Return to Work Criteria

Quarantined or isolated members shall meet the following criteria before returning to work:

- *Member Testing Negative for COVID-19* must complete the following before returning to work:
 - Individual must be seen by their primary physician or cleared by Occupational Medicine.
 - Individual must bring a copy of their negative test results and physician clearance to DPD Medical.

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- Individual must be free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.
- *Member Testing Positive for COVID-19* must complete the following before returning to work:
 - Individual must be cleared to work by their treating physician or Occupational Medicine.
 - Individual must have one negative test at least 7 days after the start of the member's symptoms.
 - Individual must be free of fever, shortness of breath, and/or sore throat, without medication, for 72 hours.
- *Member Isolated Pending Test Result* must complete the following before returning to work:
 - Individual must be tested for COVID-19. Once the test results are available, the member shall follow the relevant guidelines above depending upon the results.
- *Member who coordinated private testing* must complete the following before returning to work:
 - Individual must inform DPD leadership a test was taken.
 - Individual will inform leadership when and where test was administered.
 - Individual may not return to work until test results are available. Once the test results are available, the member shall follow the relevant guidelines above depending upon the results.