

**RIVERSIDE COUNTY SHERIFF'S DEPARTMENT  
CHAD BIANCO, SHERIFF**

**TO: All Personnel**

**DATE: March 1, 2022**

**FROM: Chad Bianco, Sheriff**

**Supplemental-17 to Department Directive #20-050**

**RE: COVID-19 Department Personnel Expectations**

**Revisions are highlighted below.** This Directive will provide managers and supervisors with expectations to reduce and mitigate the spread of the virus within the Department by protecting our most valuable resource, our staff. The preservation of an infection-free and healthy workforce is critical to deliver the services we provide the community. The following revisions are in place to abide by the most recent California Department of Public Health (CDPH) orders and are highlighted below.

**General Guidelines and Protocols:**

**Asymptomatic (Exposed to COVID-19) Evaluation Process:**

Asymptomatic means the **absence of obvious signs or symptoms of disease**. Employees can be asymptomatic when exposed to a person who tested positive for COVID-19. If a Department member has been exposed the following procedures will take place:

- The employee may return to work wearing the required facial covering or appropriate PPE.
- If any symptoms develop, the employee must stay home and report them as soon as possible to the Commander via chain of command.

**Symptomatic (regardless of known/unknown exposure to COVID-19) Process:**

- Employee should arrange to take a rapid test to confirm presence of COVID-19.
  - Per CalOSHA guidelines, the employee's rapid test must be witnessed by a supervisor or the employee's health care provider.
- Even if the rapid test is negative, the symptomatic employee **must** be sent home, maintain home isolation and report symptoms of illness to the Commander via chain of command.

**If Employee Received a Negative Test Result:**

- Employees who are symptom free with a negative test may return to work immediately.
- Employee is required to either email the test results to their Sergeant/Supervisor or bring with them when they return to work.
- Employees with cold and flu-like symptoms with a negative test may return to work after being symptom free for 24 hours without the need for fever reducers.

**If Employee Received a Positive Test Result:**

- Employee may return to work **after 5 days of mandatory home isolation**, with day one being the test date. If you are scheduled off on day 6, return to work on the first day of your scheduled work week.
- Employees returning to work **after day 5 (or later) must** submit proof of a negative rapid test (Antigen test) to their supervisor and supervisor **must** document the test results on the DICO Notification & Reporting Portal.
- Employees **must** be asymptomatic without the need for fever reducers in order to return to work.

- Upon returning to work, employees **must** wear a well-fitted face mask (no cloth) through day 10.
- If employee is unable to test or tests positive with a rapid test after day 5 employee can return to work after day 10.
- For tracking purposes, employee needs to be re-entered into the DICO portal for the negative test after 5 days.

**PLEASE NOTE: Effective immediately, any employee who is currently off work for the 10-day isolation period is eligible to return to work after the 5<sup>th</sup> day of isolation, with proof of a negative rapid COVID-19 test. The employee must also be fever free for the last 24 hours and asymptomatic.**

There are a number of tasks that can be handled directly by managers and supervisors on the DICO Notification Portal, below are a few examples:

- Request a COVID-19 test for employee
- Order the employee off-work due to exposure or illness
- Report initial positive/negative COVID-19 test results
- Report second rapid test results (If returning before day 10)
- Place employees in COVID-19 workgroups in Agency Web
- Results of any entry previously input will need to be emailed to [@riversidesheriff.org](mailto:@riversidesheriff.org)

Only supervisory level employees with the authority to order their subordinates off-work may fill out the online COVID-19 DICO Notification form. The Reporting Portal for Corrections/Riverside University Health System (RUHS) is intended for use by individual employees to upload the results of their weekly testing in accordance with the July 26, 2021 CDPH order. **Please note:** Due to recent changes in state law regarding FMLA and Workers' Compensation requirements, it is critical to have timely information recorded. For questions email [@riversidesheriff.org](mailto:@riversidesheriff.org).

**The links or QR codes for the DICO COVID-19 Notification and Reporting Portal for Corrections/RUHS can be found by visiting the Sheriff's Intranet site or by clicking below.**

(In order to access the link, you must be logged into your individual Sheriff's Department credentials).

## **COURTS**

Riverside County Public Health has recommended people wear a face covering while visiting indoor public places such as county courthouses. Due in part to that recommendation effective Monday, August 9, 2021, a Riverside County Superior Court General Order signed by Acting Presiding Judge Judith Clark was issued and persons doing business, visiting, or working in a courthouse are now required to wear a face mask.

## **MORENO VALLEY-RIVERSIDE UNIVERSITY HEALTH SYSTEM CONTRACT**

On December 22, 2021, the California Department of Public Health (CDPH) issued an amendment to the State Public Health Officer Order of mandatory vaccination of all healthcare workers to also include a mandatory COVID-19 booster for all eligible healthcare workers by March 1, 2022. Moreno Valley-RUHS contract patrol staff have been listed as “workers” and are subject to the same standards. Currently, only Moreno Valley-RUHS contract patrol employees are obligated to submit proof of their vaccination record or submit a COVID-19 Vaccine Declination (CVD) form (see attached). Proof of vaccination can be sent to [@riversidesheriff.org](mailto:@riversidesheriff.org). Medical exemptions will require a doctor’s note attached alongside a CVD form to [@riversidesheriff.org](mailto:@riversidesheriff.org). At the federal level, Title VII of the Civil Rights Act allows for reasonable accommodations to employees with religious beliefs or practices. A religious exemption may be requested by employees and will be given consideration. Employees selecting a religious exemption will make that selection on the CVD form and send to [@riversidesheriff.org](mailto:@riversidesheriff.org). If you choose either exemption, you will be required to test weekly. RUHS is still requiring a face covering regardless of vaccination status for persons doing business, visiting, or working in these hospitals.

## **CORRECTIONAL FACILITIES**

On July 26, 2021, CDPH issued a new order requiring correctional facilities and detention centers to show proof of COVID-19 vaccination record or undergo weekly COVID-19 testing. Effective August 23, 2021, employees assigned to any of the five correctional facilities and the Detention Care Unit (DCU) within RUHS will be instructed to self-attest their vaccination record and voluntarily submit proof of that record. Those vaccination records will be kept confidential. Employees who are not fully vaccinated or decline to state their vaccination status will be required to test weekly and update their results into the [Reporting Portal for Corrections/RUHS](#). Employees do not need to test if they’ve tested positive for COVID-19 within the last 90 days, unless feeling symptomatic. CDPH is still requiring all staff working in correctional facilities to wear a face covering regardless of vaccination status.

## **SELF-ATTEST COVID-19 VACCINATION**

If you are not included in any of the above work locations and would like to self-attest your vaccination status you may submit your proof of record to [@riversidesheriff.org](mailto:@riversidesheriff.org). This record will be kept completely confidential and only the employee and the DICO will have access to those records.

## **MASK GUIDANCE**

Per the California Department of Public Health, effective March 1, 2022, masks are now recommended but not required for individuals in indoor public settings and businesses. CDPH now strongly recommends masking for both fully vaccinated individuals and those who are not fully vaccinated, but it is not mandated.

Per the California Department of Public Health mandate, effective February 16, 2022, masks are still required for all individuals in State and local [correctional facilities and detention centers](#), as well as individuals working in a healthcare setting (RUHS), regardless of vaccination status. Surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are the recommended mask type.

## **PHYSICAL DISTANCING**

Physical distancing or barrier requirements is no longer mandatory.

## **COVID-19 PREVENTION PLAN (CPP)**

**Daily health screenings and temperature screenings are no longer mandatory.** This Supplemental Directive is intended to outline a general process; however, each COVID-19 Prevention Plan (CPP) will vary depending on the individual station, facility, and bureau Commander. Those CPPs can now be adjusted to correlate with the new standards and practices regarding a potential outbreak. Commanders need to document the standards and policies in place at their station/facility/bureau in the event of an outbreak. The Department of Public Health along with the Cal/OSHA have prevention tips for the workplace and those guides can be found on the Sheriff's Intranet under COVID-19 Guidelines.

## **DESIGNATED INFECTION CONTROL OFFICER (DICO)**

The DICO is a Department liaison with Public Health. The DICO will be responsible for tracking and helping employees get screened and/or directed to the appropriate medical treatment or testing site.

Sergeant \_\_\_\_\_ has been designated our Department DICO. When an employee has suspected or known contact with someone with a positive COVID-19 result, the employee is to immediately report the exposure to their Commander via chain of command. The Commander or supervisor will then report the exposure to our DICO. Once the DICO has been notified of the exposure, he will initiate the necessary processes. *If an employee received a positive COVID-19 test and they continue to be asymptomatic, they may choose to get a 2<sup>nd</sup> opinion from their private health care provider.* The employee must send the proof of the negative test results to the Department DICO via their chain of command to be ordered back to work. The DICO will send periodic reports to Sheriff's Administration with identified employees that have been sent for testing or are receiving medical treatment.

Contact information for \_\_\_\_\_ :  
[\\_\\_\\_\\_\\_@riversidesheriff.org](mailto:_____@riversidesheriff.org)

## **OVERVIEW**

Personnel should be mindful to closely monitor their personal health as it relates to the following symptoms. Persons contracting COVID-19 have had mild to severe respiratory illness.

- Data suggests that symptoms may appear in as few as 2 days or as long as 14 days after exposure.
- Symptoms can include fever, cough, difficulty breathing, diarrhea, and shortness of breath.
- COVID-19 is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby.
  - Close contact may include being within approximately 6 feet of an individual with COVID-19 for a prolonged period.
  - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.
- In the event of an outbreak, regardless if you've been vaccinated, masks will resume as well as other appropriate measures to prevent the spread of the virus. Please refer to your station/bureau/facility individual **CPP**.

## **PURPOSE**

The guidance provided below is based on the information we have about COVID-19 and its presence in Riverside County at this time. The situation is still fluid and the general advice provided below as to how to handle issues that arise as a result of the virus may change. If you encounter an unusual circumstance or your specific circumstance is not addressed below, please confer with your chain of command for guidance. The responsibilities outlined below by rank should be implemented by all Managers (Captain/Lieutenants) and Supervisors (Sergeants). All personnel should take steps to remain rested and healthy during their off time to ensure they are well and able to report to work.

## **RESPONSIBILITIES**

**Captains/Commanders** shall ensure the following:

- Each Commander will be responsible for implementing **and updating** a COVID-19 Prevention Plan (CPP) Plan which **may** ask employees health screening questions prior to starting their scheduled shift. The procedure, process, or protocol will be at the discretion of the individual command.
- Do not turn away any Sheriff employee if they are requesting a rapid test at your station, bureau or facility. Plan for them to take a test on location wherever feasible.
- Commanders are expected to routinely communicate with staff members within their command. “Roll-call” briefings **can return inside** but will remain at the discretion of each Commander to hold them either inside or outside as needed.
- Continue to report Sick Leave and suspected and/or known COVID-19 related illnesses both of personnel, arrestees and/or inmates in their daily Sheriff Administration Logs (SAL) which impact their commands. Each SAL should only include information on employees who called out sick that specific day and whether the sickness is COVID-19 related or not. Running totals on SALs are only to include total employees that have tested for COVID-19, the total of those who tested positive, and a total of those still pending results.
  - If an employee or an inmate is found to have tested positive with COVID-19, immediate notification shall be made to the Sheriff via chain of command by phone followed by a detailed e-mail summary.
  - The Captain/Commander will coordinate daily contact with the effected employee, or their emergency contact, with a status update and enter the update of the employee into the daily SAL. All SALs should align with the same information sent to the DICO COVID-19 Notification Portal to ensure accurate reporting numbers. (QR Code above).
  - If unusual circumstances are discovered during contact with the employee or the employee’s designated emergency contact the information shall be forwarded to the Sheriff via the chain of command.
- Ensure stations, facilities, and bureaus have readily available for deployment the appropriate PPE and cleaning supplies; order when necessary through Captain over the Special Enforcement Bureau - Sheriff’s Emergency Response Team (SERT).
- Ensure that all personnel exhibiting COVID-19 symptoms are sent home and the incident is reported to the DICO.
- When feeling sick or ill, stay home and properly notify your Chief Deputy.

**Lieutenants/Managers** shall ensure the following:

- Ensure stations, facilities, and bureaus have readily available for deployment the appropriate PPE and account for the quantity received.
- Distribute appropriate PPE to each employee.
- Ensure updated CPP plans are posted on employee bulletin boards.
- Maintain an inventory management system for accountability, to include placing additional orders of supplies and PPE with SERT as needed.
- Monitor the burn-rate as to the use of the PPE
- Lieutenants/Managers are still expected to routinely communicate with staff members within their command. “Roll-call” briefings in groups may return inside or outside.
  
- Ensure regular communication with Sergeants assigned under their command throughout each work shift.
- Ensure stations, facilities, and bureaus have readily available cleaning supplies, order when necessary.
- Ensure that all personnel exhibiting COVID-19 symptoms are sent home and the incident reported to the Captain/Commander.
- When feeling sick or ill, stay home and properly notify supervisor via the chain of command.
- Any Sheriff’s employee can report to any Sheriff’s station, facility or bureau to take a rapid antigen test. Supervisors do not turn away any Sheriff’s employee if they are requesting to take a rapid test at your station, bureau or facility.

**Sergeants/Supervisors** shall ensure the following throughout a tour of duty:

- Conduct “roll-call” briefings daily during their work shift.
- Daily “roll-call” briefings will provide critical patrol/jail information, updates on the COVID-19 progress, and clear direction on officer safety precautions to include training briefs and reminders on the optional use and disposal of PPEs.
- Prior to entry into each facility for an assigned work shift, sergeants will check the health of their patrol/jail teams to ensure their members are service ready.
- Ensure that all personnel exhibiting COVID-19 symptoms are sent home and the incident reported via the chain of command.
- Remind shift personnel to report exposures as quickly as possible.
- Ensure employees receive proper COVID-19 tests (Rapid Test or PCR).
- *Ensure any personnel reported to have COVID-19 symptoms are entered into the COVID-19 DICO Notification portal prior to end of shift.*
- Complete Workers’ Compensation paperwork and exposure/injury reporting in alignment with County policy.
- Ensure shift personnel have the appropriate PPE deployed during each shift. When PPE levels run low and need replenishment, the Sergeant will communicate this need to their respective Lieutenant/Manager for communication to SERT.
- Ensure shift personnel have other patrol related equipment on their person, and in their patrol vehicles.
- Require shift personnel to disinfect their patrol/transportation vehicles (beginning of shift, end of shift and throughout their shift) as needed.
- Require shift personnel to disinfect workstations daily, before and after use (and as needed).

- Monitor patrol calls, evaluate the resources required to effectively handle the call, and direct personnel in a manner that is appropriate.
- Ensure shift personnel limit exposure to other teams (i.e. investigations, allied agencies, etc.) when at all possible.
- When feeling sick or ill, stay home and properly notify supervisor via the chain of command.
- Any Sheriff's employee can report to any Sheriff's station, facility or bureau to take a rapid antigen test. Supervisors do not turn away any Sheriff's employee if they are requesting to take a rapid test at your station, bureau or facility.

**Corporals** shall ensure the following:

- Function as assistant shift supervisor to assist their assigned Sergeants as needed.
- Duties as assigned – may be tasked with supervising a shift in the absence of the Sergeant. In advance, Corporals and Sergeants should meet to outline the Sergeant's expectations and have a solid understanding of the Sergeant roles and responsibilities.
- Ensure that all personnel exhibiting COVID-19 symptoms are sent home and the incident reported via the chain of command.
- When feeling sick or ill, stay home and properly notify supervisor via the chain of command.

**Deputies/CSOs** shall ensure the following:

- Proper handling of patrol calls or daily interactions with inmates or other staff, that limit unnecessary face-to-face exposure, keeping officer safety in mind and without compromising the Department's mission.
- Ensure all necessary PPE equipment, cleaning supplies and other necessary patrol equipment are serviceable and deployed during every work shift.
- Disinfect assigned patrol vehicles (beginning of shift, end of shift and throughout their shift) as needed.
- Take all necessary precautions when handling calls of known increased exposure risk (i.e. R/P has indicated to Dispatch of having symptoms consistent with COVID-19). Deputies will communicate with their supervisor and team members to develop a plan that limits risk to their team.
- Report any exposures and/or injuries to their Sergeant as soon as possible and take all precautions necessary as not to expose additional personnel.
- Ensure that all personnel exhibiting COVID-19 symptoms are sent home and the incident reported via the chain of command. All personnel shall immediately self-report to a supervisor when feeling or exhibiting symptoms.
- When feeling sick or ill, stay home and properly notify supervisor via the chain of command.

**Corrections Staff** shall ensure the following:

- Proper handling of daily interactions with inmates or other staff, that limit unnecessary face-to-face exposure, keeping officer safety in mind and without compromising the Department's mission.
- Ensure all necessary PPE equipment, cleaning supplies and other necessary corrections equipment are serviceable and deployed during every work shift.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, etc.

- Report any exposures and/or injuries to their Sergeant/Supervisor as soon as possible and take all precautions necessary as not to expose additional personnel.
- When feeling sick or ill, stay home and properly notify supervisor via the chain of command.

**Classified Employees** shall ensure the following:

- Be vigilant in every person-to-person contact with members of the public and coworkers.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs.
- When feeling sick or ill, stay home and properly notify supervisor via the chain of command.

### **Responding to Calls for Service**

As we start to recover from this pandemic, patrol personnel will return to routine patrol operations as instructed in the Field Operations Manual. The goal of the Department is to continue to protect the public in accordance with our primary mission, while maintaining the safety of our patrol staff.

## **REFERENCE**

### **COVID-19 Vaccines:**

Per the Center of Disease Control website: Some people who are fully vaccinated against COVID-19 will still get sick, because the vaccine is not 100% effective.

### **Exposure Definition:**

Close contact within six feet of an infected person and unmasked for a cumulative 15 minutes or more over a 24-hour period.

### **Religious Exemption:**

Sincerely held belief which conflicts with the requirement to receive a mandatory vaccination. A sincerely held religious belief is a belief that can be either theistic, or a moral and/or ethical belief as to what is right and wrong.

### **Medical Exemption:**

A written statement signed by a physician, nurse practitioner, stating that the individual qualified for the exemption (but the statement should not describe the underlying medical condition or disability) and indicating the probable duration of the worker's inability to receive the vaccine (or if the duration is unknown or permanent, so indicate).

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) will be assigned to personnel in accordance with the policies of Center of Disease Control (CDC) and our Department. PPEs are available as requested by employees and are actively being distributed by Sergeants/Corporals and will be monitored by an assigned Lieutenant.

These PPEs consist of the following:

- Latex Gloves
- N95 Masks
- Level 1 Medical Masks (to be used on the public if necessary)
- Eye Protection

SERT is working diligently to secure and replenish these items on a continuous basis. For rapid tests contact . **In the event SERT cannot be reached and there is an immediate need of supplies or PPE, contact SEB Captain .**

### **Disinfecting Equipment**

COVID-19 infected droplets may be able to live on nearly any surface, especially metallic objects. Consider sanitizing items you frequently touch during a shift. All personnel should be mindful to disinfect the following items:

- Cell phone and desk phone
- Laptop/Computers
- Clipboard
- Patrol car equipment
- Steering wheel
- Gear shift
- Dispatch radio module
- Door handles and edges
- Keys

Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. These areas should be re-cleaned when a supervisor is aware of a positive case.

The Department will provide, to the best its ability, disinfecting equipment to ensure the safety of personnel. This equipment includes:

- Disinfectant wipes or similar products
- Disinfecting solution (bleach and water – 1/10 solution)
- Alpha Defense Shield (Zoono Microbe Shield Liquid)

Disinfecting equipment will be distributed by Sergeants/Corporals and will be monitored by an assigned Lieutenant.

CB:dv