

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

**TO: All Personnel**

**DATE: August 20, 2021**

**FROM: Chad Bianco, Sheriff**

**Supplemental-11 to Department Directive #20-050**

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

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 to 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.

There are a number of tasks that can be handled directly by managers and supervisors, 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
- Place employees in COVID-19 workgroups in Agency Web
- Results of any entry previously input will need to be emailed
- A COVID-19 Check List is attached to assist supervisors

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.

## **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 July 26, 2021, the CDPH issued a new order which prompted RUHS CEO to direct their employees **be fully vaccinated or receive their second dose by September 30, 2021**. 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**

On June 17, 2021, Governor Gavin Newsom signed Executive Order N-09-21 expediting the California Occupational Safety and Health Standards Board’s (Cal/OSHA) revised COVID-19 regulations to ensure consistency with the latest guidance from the California Department of Public Health (CDPH). Under these new guidelines fully vaccinated employees are no longer required to wear a face covering while working indoors. Additionally, face coverings are not required for employees that are working outdoors in open spaces, regardless of vaccination status. Face coverings are required indoors and in vehicles for unvaccinated employees, exceptions include; when alone in a room or vehicle, when eating or drinking, as directed by physician, and when job duties make it unfeasible such as an officer safety concern.

## **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.

Lieutenant Steve Favero 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 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 test from Public Health and they are 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 Lieutenant Steve Favero:

[@riversidesheriff.org](mailto:@riversidesheriff.org)

Desk: \_\_\_\_\_ or Cell: \_\_\_\_\_

Contact information for Sergeant Javier "Xavier" Ethridge:

[@riversidesheriff.org](mailto:@riversidesheriff.org)

Desk: \_\_\_\_\_ or Cell: \_\_\_\_\_

### **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 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.
- 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.

**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.
- 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.

**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.
- 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.

**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.

**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**

**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. **In the event SERT cannot be reached and there is an immediate need of supplies or PPE, contact SEB Captain Paul Bennett**

### **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.

**Attachments:** Checklist for Sergeants and Supervisors; COVID-19 Vaccine Declination (CVD) Form