

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Coronavirus 2019 Employee Health Assessments and Symptom Reporting
Number EO-20-040
Effective Date June 26, 2020
Rescinds: EO-20-009 (Coronavirus 2019 and Influenza Symptom Reporting Protocol), Effective Date March 12, 2020 EO-20-019 (Coronavirus 2019 Health Assessments), Effective Date April 2, 2020
Related to: GO-PER-100.11 (Medical Services) GO-OPS-502.03 (Service of Communicable Disease Removal and Detention Orders)

I. PURPOSE

Due to the Coronavirus 2019 (COVID-19) emergency, and in order to maintain a healthy and safe workplace, employee wellness monitoring will be on-going. The purpose of this executive order is to provide updated procedures for monitoring and screening Metropolitan Police Department (MPD) sworn and civilian members' health and to update reporting procedures for members who experience symptoms consistent with COVID-19 or the flu. To the extent that provisions in this executive order conflict with existing directives, the provisions set forth in this executive order shall prevail.

II. PROCEDURES

A. Health Assessments

1. Members reporting for duty shall not enter their worksite until they don their face mask and have a symptom and temperature assessment. Members are reminded they must wear a department-issued or authorized mask whenever social distancing is not possible (i.e., maintaining a distance of six feet or more between people).
 - a. At each bureau or district, a designated official the rank of lieutenant or above shall conduct an assessment of members reporting for duty prior to them entering the worksite. The designated official may have other members assist them in conducting the assessments, using members the rank of sergeant or above when possible.
 - b. Before conducting the assessments, the designated members shall don MPD-issued protective gloves and surgical mask.

- c. Designated members shall use infrared (no touch) thermometers to perform temperature readings. Oral thermometers shall not be used.
 - d. All assessments shall be documented on the Personal Health Assessment Form (Attachment A). Once completed at the change of shifts, these forms shall be forwarded to the watch commander who shall review and forward to the element commanding official.
2. Members are reminded to practice social distancing while participating in the health assessment process and to leave their worksite upon being relieved to minimize contact between shifts.
 3. The Corporate Support Bureau shall be responsible for ensuring screening protocols are in place for security and janitorial contractors.
 4. Visitors to department facilities and worksites will no longer be subject to health screenings but will be required to wear masks or face coverings to enter the building unless they are unable due to a medical condition or disability, or are under the age of two. The Department shall provide visitors with a face covering if they do not have one.

B. Members Experiencing Symptoms of COVID 19

1. Any member with a temperature (100.0°F or higher) or who exhibits any one of the signs and symptoms of illness without fever shall be immediately isolated and sent home unless evaluation in an emergency medical facility is needed due to severe symptoms.
 - a. Members shall be sent home if they have any one of the following symptoms:

Symptoms of Illness
Sore throat
Temperature greater than or equal to 100.0°F
Cough
Shortness of breath
New significant and unexplained fatigue or muscle aches
New loss of taste or smell

- b. Symptoms of seasonal allergies are different than those of an illness and shall not generally preclude members from working. Symptoms of seasonal allergies include:

Symptoms of Seasonal Allergies
Sneezing
Runny nose
Watery / itchy eyes
Ear congestion
Post-nasal drip

2. Sworn Reporting Procedures

- a. Sworn members who are experiencing symptoms shall stay home, contact their primary care provider, make phone notification to the Medical Services Liaison at 202-854-7731 for an initial screening, and contact their supervisor to notify them they will not be at work. If already at work, sworn members shall be placed on sick leave for the remainder of their shift.
- b. Sworn members shall provide verification of medical treatment to the Medical Services Division (MSD) Adminbox at msd.adminbox@dc.gov.
- c. Sworn members are reminded that they are required to inform their immediate supervisor or another supervisor within their chain of command of their need to take unscheduled leave and their expected length of absence. Absences must be approved by a supervisor.
- d. Sworn employees who were quarantined or who had a legitimate basis to self-quarantine related to COVID-19 may be eligible for COVID sick leave in accordance with EO-20-036 (Coronavirus 2019: COVID-19 Sick Leave).
- e. Sworn members with injuries or symptoms of illness **not** related to COVID-19 or the flu shall continue to report to sick call in accordance with GO-PER-100.11 (Medical Services).

3. Civilian Reporting Procedures

- a. Civilian members who are experiencing symptoms consistent with COVID-19 or the flu shall stay home, contact their primary care provider, and contact their supervisor to notify them they will not be at work. If already at work, members shall be placed on sick leave for the remainder of their shift.
- b. Civilian members are reminded that they are required to inform their immediate supervisor or another supervisor within their chain of command of their need to take unscheduled leave and their expected length of absence. Absences must be approved by a supervisor. Supervisors shall notify the Human Resource Management Division (HRMD) at hrconfidential.admin@dc.gov of any absence in excess of three consecutive work days along with any supporting medical documentation.
- c. Civilian employees who were quarantined or who had a legitimate basis to self-quarantine related to COVID-19 may be

eligible for COVID sick leave in accordance with EO-20-036 (Coronavirus 2019: COVID-19 Sick Leave).

C. Notification Requirements

1. As soon as practical, members shall notify the Police and Fire Clinic (PFC), for sworn, or the HRMD, for civilians, when:
 - a. The member has been tested for COVID-19 or has had any known exposure to a person who has tested positive for COVID-19. The notification shall be made regardless of whether or not the member has received any results of testing.
 - b. The member travels to another country designated by the CDC as Level 2 or above. Travel includes layover connections in any city in the named countries. Members who travel outside the country should consult www.cdc.gov for an updated list of countries designated as Level 2 or above.
2. Supervisors who are notified of members who have been tested for COVID-19, who have been exposed to a person who has tested positive for COVID-19, or who have traveled to another country designated by the CDC as Level 2 or above shall immediately email the HRMD at hrconfidential.admin@dc.gov including the employee's name, CAD number, unit/assignment, date of exposure or positive test, and any other supporting documentation and be guided by their direction.

D. Returning to Work

Members returning to work after testing positive for COVID-19 or from self-quarantine shall be guided by EO-20-018 (Coronavirus 2019: Returning to Work).

III. ATTACHMENTS

Attachment A: Personal Health Assessment Form



Peter Newsham
Chief of Police

PN:KDO:MOC:JC

Location:

Testing Official:

Personnel Health Assessment								
Date	Time	First Name	Last Name	Rank	Assignment	Shift	Temp. 100.0°F or Over (Yes or No)	Symptoms of Illness (Yes or No)