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|  | Winchester City Sheriff's Office Manual of General Orders Personnel 202 | Effective Date: May 1, 2014 Accreditation Standards: PER .10.01 PER .10.02 |
| | | Original Policy: May 1, 2014 Last Review Date: May 1, 2020 Next Review Date: May 1, 2023 |
| | | By Authority of: <hr/> Les R Taylor, Sheriff |
| Subject: Health and Safety | | |

| Effective /Review Date | Sections Changed | Changes | Reviewed by | Approved by |
|------------------------|------------------|--|-------------|-------------|
| 08-09-16 | I | Added: "The Major will be the Sheriff's Office IDO." | EAS | LRT |
| 08-23-16 | XII | Added section XII | EAS | LRT |
| 05-15-17 | IV G | Added Section G | EAS | LRT |
| 01-17-18 | XII a | Changed, "The Winchester City Sheriff's Office does not own nor deployed any AED devices" to "The Winchester City Sheriff's Office owns 1 AED device which is deployed to the patrol operations" | EAS | LRT |
| 01-17-18 | XII b | Changed, "These devices are located on the south wall of floors 1,2, and 3." To "The AED owned by the Winchester City Sheriff's Office is deployed in a patrol car and the JJC devices are located on the south walls of floors 1, 2, and 3." | EAS | LRT |
| 01-17-18 | XII d | Changed. "Deputies will receive training to use the device bi-annually during CPR/First Aid Training." To "Deputies will receive initial training to use the device. Deputies will also receive annual refresher training." | EAS | LRT |
| 01-17-18 | XII E | Added "JJC" | EAS | LRT |
| 01-17-18 | XII f | Added. "f. The Winchester City Sheriff's Office AED will be tested semi-annual according to the manufacturer's specifications." | EAS | LRT |
| 09-25-20 | XIII | Added, "XIII. COVID Prevention Measures A. PPE- Deputies have been assigned advanced PPE equipment to safeguard against exposures to COVID-19 and other viruses. B. Cleaning Products- Cleaning products have been made available to deputies to use on their equipment and vehicle interiors. C. Hand Sanitizer- Multiple hand sanitizing stations have been made available in the Courthouse and containers assigned to Deputies to use during the normal course of duties. D. Preventive screening measures at the JJC a. Billboards have been placed at the citizen entrances to the JJC. These billboards contain 4 prescreening questions that if answered "yes" to | EAS | LRT |

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| | | <p>any one, will preclude you from entering the JJC. They questions are, have you:</p> <ol style="list-style-type: none"> 1. Individuals who have returned from international travel from any high-risk countries identified by the CDC in the previous 14 days: or traveled within the United States where COVID-19 has sustained widespread community transmission. 2. Individuals ho have been asked to quarantine, isolate, or self-monitor by any doctor, hospital, or health agency. 3. Individuals who have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19; or have a fever, cough, or shortness of breath. 4. Individuals who reside or have been in close contact with any person in the above-mentioned categories. <p>E. Temperature Thermal Scanners</p> <ol style="list-style-type: none"> a. Thermal Scanners have been placed at the Main Entrances as further preventive measure. b. Every individual entering the JJC must have their temperature taken by the scanner prior to proceeding into the JJC. This includes citizens, attorneys, judges, JJC employees and all Law Enforcement Officers. c. Any individual listed in section E b. that come through the entrances to the JJC several times a day, only need to have their temperature taken once. If the Screening Deputy is not sure, the Deputy shall cause the individual to have their temperature taken again even if the individual objects. d. Any individual that refuses to have their temperature taken or indicates that they have a fever, shall be asked to leave the JJC, | | |
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I. PURPOSE

The purpose of this policy is to establish guidelines and procedures to be followed when a member of the Winchester City Sheriff's Office has a potential exposure to a communicable disease and to establish procedures for the handling of contaminated evidence or property. This policy also establishes a position within the Sheriff's Office to oversee the coordination of the Infectious Diseases program and ensure that the proper procedures are being followed. This position will be appointed by the Sheriff and will be known as the Infectious Diseases Officer (IDO). There may be more than one IDO appointed by the Sheriff. The Major will be the Sheriff's Office IDO.

II. POLICY

This policy contains information to inform and guide personnel who are subject to a possible infectious disease exposure. Sheriff's Office personnel shall adhere to all guidelines set forth herein.

The Sheriff's Office has an obligation to inform its personnel about the risks associated with communicable diseases and the different modes of disease transmission. Deputies shall act responsibly to minimize the risk of infection when dealing with any person or with any body fluids.

Sheriff's Office personnel shall not discriminate against anyone that has or is suspected of having a communicable disease. The measures provided herein will assist deputies in carrying out their duties while simultaneously minimizing health risks. The Sheriff's Office will not tolerate personal prejudices when no health risk exists.

The most likely danger from contact with HIV or other communicable diseases comes from handling blood or other body fluids as evidence, or at any incident that involves the injury or death of a person. The Sheriff's Office does expect deputies to exercise caution when handling evidence, processing crime scenes, or assisting injured people.

Finally, the Sheriff's Office advises all personnel that they shall not receive discriminatory treatment nor bear any stigma if they contract a communicable disease, which becomes known to the Sheriff's Office. Legally, a communicable disease is a handicap under Federal law, so discrimination against infected persons is illegal.

III. PERSONAL PROTECTIVE EQUIPMENT

- A. Personal protective equipment will be provided to appointees with a risk for occupational exposure. PPE will be issued based on the needs of each particular position and their anticipated exposure potential.

An occasion may arise where an appointee temporarily and briefly declines to use PPE in a particular situation. Whenever this type of situation occurs, the deputy makes a "Professional Judgment" call that in this specific instance PPE use would interfere with the proper delivery of life saving first aid or public safety services, or its use would pose an increased hazard to the safety to the deputy. Should this occur, the IDO would conduct an investigation to determine if procedures should be instituted to prevent future occurrences. The investigation and recommended changes will be documented and filed in the communicable disease file.

The following shall also be considered when using PPE:

1. If a deputy's clothing becomes contaminated with blood or OPIM, then it shall be removed as soon as possible.
2. All PPE shall be removed whenever it becomes contaminated or after the incident has been terminated.
3. When PPE is removed, it shall be placed in an appropriate designated container and in a designated area for disposal, uniforms should be placed in plastic bags until they can be cleaned.
4. PPE will be issued in appropriate sizes. They will be readily accessible at incidents, or may be issued directly to deputies. If a deputy has an allergy to a specific glove material, they should notify the IDO. Hypoallergenic gloves, glove liners, or powder less gloves will be made available to the deputy.

B. Equipment Use of Personal Protective - General Statements

1. Gloves - Disposable gloves may be carried on the patrol deputy's duty belt in the provided pouch. Disposable gloves shall be worn when it should reasonably be anticipated that a deputy may have contact with blood, OPIM, mucous membranes, or non-intact skin, when performing first aid or making an arrest; or when handling or touching contaminated items or surfaces.
Disposable gloves shall be replaced as soon as practical when they become contaminated or torn. On occasion it may be beneficial to wear two pair of disposable gloves for better protection. Disposable gloves shall not be reused.
Heavy-duty utility gloves should be used when cleaning contaminated equipment or surfaces. When used in this fashion, heavy-duty utility gloves can be washed and reused as long as they are not torn or cracked. When disposable gloves are insufficient at a crime scene, new heavy-duty gloves may be worn.
At no time shall used gloves be reused at any crime scene to collect or package evidence. New gloves will be used to prevent DNA cross contamination between deputies, victims, suspects, and the collected evidence.
Any cuts or other wounds on a deputy's hands should be covered with a Band-Aid or bandage before using disposable gloves. This will provide additional protection to the deputy. Hands should always be washed/sanitized after disposable gloves are removed, even though the gloves appear to be intact.
2. Masks – A disposable mask may be placed on a person when it is suspected that an individual may have an airborne transmissible disease. This would apply during prisoner/arrestee transports or anytime a deputy is going to be with an individual for a long period of time in an enclosed space. A disposable mask with face protection will be used when it is anticipated that there is the opportunity for gross splatter of blood or OPIM into the eye, nose, or mouth.
3. Protective Clothing - Protective coveralls are issued to select personnel and are available at the sheriff's office for all personnel, if needed. Disposable foot booties are also issued and are available as needed. Uniforms are considered a low level PPE.
4. Disposable CPR Masks - All personnel that are certified in the administration of CPR shall be issued a disposable CPR barrier. It is suggested that this CPR barrier be used when performing CPR, however, if in the deputy's "Professional Judgment" the barrier is prohibitive to use (infants, etc.) then CPR may be performed without the barrier.

C. Sheriff's Office Workplace Specific Equipment:

1. Personal Protective Equipment at Sheriff's Office: All supplies are available at the Sheriff's Office.
2. The IDO shall be responsible for inventorying, ordering, and issuing communicable disease supplies.

3. Communicable Disease Control Kits will be placed in every patrol vehicle. Kits will include at a minimum:

- a. 1-10 gallon biohazard bag
- b. 1-pair disposable gloves
- c. 1-set of eye protection
- d. 1-disposable face mask
- e. 1-tyvex suit with booties
- f. 2-antiseptic towelette packets

D. Additional Supplies at Sheriff's Office:

1. Disinfectant cleaner/spray;
2. Coveralls/booties (various sizes);
3. Larger biohazard bags with tape and ties;
4. Bleach/water solution for cleaning;
5. Sponges/bucket/towels
6. Heavy-duty gloves;

IV. PROCEDURES

A. Body Substance Isolation

All appointees will adopt the practice of Body Substance Isolation to reduce the risk for exposure to blood and Other Potentially Infectious Materials (OPIM).

The term Body Substance Isolation is a concept, which considers blood and all body fluids to be potentially infectious. Use of this concept does not require that there be good visibility and a controlled working environment. Therefore, this concept can be followed in all of the appointees working areas.

1. Body Fluids, Which Fall Under - Other Potentially Infectious Materials (OPIM)

- a. Cerebrospinal Fluid (Brain/Spinal Cord)
- b. Synovial Fluid (Joint)
- c. Amniotic Fluid (Unborn Child)
- d. Pericardial Fluid (Heart)
- e. Vaginal Secretions
- f. Semen

B. Search Procedure for Prisoners

1. Use caution when searching prisoners. Searches have resulted in penetrating injuries; puncture wounds from needle sticks, etc.
2. Determine if the suspect or prisoner should empty his/her own pockets, purse, bag, etc.
3. Wear disposable gloves if contact with a body cavity, OPIM, or blood is likely.
4. Use flashlights or long-handled mirrors for searching under car seats or in hidden areas. This will reduce the potential for injury.
5. Purses should be turned upside down to empty out the contents. This will reduce the chance of receiving a cut or puncture injury.

6. Always wash your hands following the removal of disposable gloves. When running water is not available, use a waterless hand disinfectant.

C. Crime Scene Investigations

1. Evaluate the level of exposure/contamination at the scene.
2. Select the appropriate personal protective equipment (PPE) that is required (gloves, coveralls, eye protection, booties, etc.).
3. If a large amount of blood is present, protective booties should be worn over the deputy's shoes in the crime scene. Contaminated shoes may transmit disease; booties will reduce the need to clean the shoes.
4. Contaminated PPE (except for uniforms) should be removed before leaving the scene and disposed of in appropriately marked "Biohazard" containers. Always wash your hands following the removal of PPE. When running water is not available, use a waterless hand disinfectant.
5. Eating, drinking, smoking, using smokeless tobacco, applying cosmetics or lip balm, and handling contact lenses is discouraged in crime scenes where there is the likelihood of an exposure.

D. Evidence Collection/Storage

1. Disposable gloves will be worn anytime blood or any OPIM are collected for evidence or any item contaminated with blood or OPIM is collected for evidence.
2. Whenever any blood or OPIM is collected, it shall be marked "Biohazard" before it is submitted to the property officer for storage or to the forensic lab for examination.
3. The outside packaging will be marked "Biohazard" whenever evidence that is contaminated with blood or OPIM is collected (weapon, clothing, etc.) and submitted for storage.
4. No food or drinks will be kept in refrigerators, freezers, shelves, cabinets, or on countertops where potentially infectious material is present.

E. Handling Deceased Persons or Body Parts

1. Consider all contact with a body or body parts as a potential biohazard
2. Always wear disposable gloves, and PPE as necessary, when handling a body or body parts.
3. Always wash your hands after removing disposable gloves/PPE. When running water is not available, use a waterless hand disinfectant

F. Attending Autopsies

1. Consider all blood and body fluids as potential biohazards. Practice Body Substance Isolation and wear the appropriate PPE as necessary.

G. Field Testing and Handling of Powdered Substances

1. Due to the possible presence of Fentanyl and Carfentanyl which poses a strong risk to Deputies if inhaled or touched, Deputies shall no longer field test any substance in powdered form. Those substances shall be submitted to the Division of Forensic Science for analysis.
2. When conducting searches that may lead to the seizure of powdered substances, Deputies shall use extreme care in the application of PPE. Use of gloves and mask is mandatory. These items can be found in your Communicable Disease Control Kits.

V. CLEANING SCHEDULE

A. Vehicles

Cruisers will be cleaned on an as needed basis. All contaminated areas should be cleaned as soon as possible using a fresh solution of bleach and water or other disinfectant. The bleach and water solution should be mixed by taking 1/4 cup of bleach and adding it to 1 gallon of water. Heavy-duty rubber gloves should be worn when cleaning any contaminated area. The solution may be applied using a cloth and bucket for large contaminations or a spray bottle/paper towels for smaller contaminations. Care should be taken to prevent splatter to the eyes, nose, and mouth. If this would occur, report it immediately to the IDO. Do not use the solution for cleaning after 24 hours.

B. Handling Contaminated Uniforms

Contaminated uniforms should be removed as soon as possible and washed separately with laundry detergent.

VI. POST EXPOSURE NOTIFICATION/MANAGEMENT/RECORD KEEPING/MEDICAL CARE

A. Clarifying Exposure

1. Events that are to be reported to the IDO:
 - a. A contaminated needle stick injury;
 - b. Blood/OPIM in direct contact with the surface of the eye, inner surface of the nose, or mouth;
 - c. Blood/OPIM in direct contact with an open wound area of the skin;
 - d. Lacerations with sharp objects covered with blood/OPIM;
 - e. Human bites;
 - f. Whenever a deputy believes that he/she has been contaminated in some other way not mentioned here.

B. Post Exposure

1. If the exposure is a needle stick injury or laceration:
 - a. Attempt to get the area to bleed freely;
 - b. Wash the area with soap and water or waterless hand wash solution.

2. If the exposure was a splash to the eye, nose, or mouth:
 - a. Flush the area for 10 minutes with water.
3. If the exposure is a bite:

The danger of infection through human bites is extremely low. The blood of the person committing the bite cannot infect the victim, unless that person has blood in his/her mouth, which comes into contact with the victim's blood. HIV cannot be transmitted through saliva.

Precautionary procedures to minimize the risk of infection include:

- a. Encouraging the wound to bleed by applying pressure and gently "milking" the wound;
 - b. Washing the area thoroughly with soap and hot water or waterless hand wash solution.
4. Notifying the IDO:
 - a. The IDO will be notified of all exposures that seek medical treatment within 24 hours of the occurrence;
 - b. The IDO is responsible for reporting any exposures to OSHA;
 - c. The IDO is responsible for informing the exposed person, if they want follow up treatment, to the appropriate infectious disease facility.
- C. Appointees who have experienced an exposure (as listed above) will notify their immediate supervisor. The following will occur:
1. The supervisor will make a written record of the event;
 2. The written record will include at a minimum, the following:
 - a. Documentation of the type (needle stick, splatter, etc.) of exposure;
 - b. Circumstances under which the exposure occurred;
 - c. Identification of the source of the exposure.
 3. The record will be submitted to the IDO, where it will be kept in a confidential file maintained for each appointee. The IDO will do a follow-up report on the exposure, medical treatment, etc.
 4. The IDO will be the keeper of these records.
 5. The exposure will be treated like any other workman's compensation injury. The supervisor will complete a quick fax on the exposure. Testing for the exposure (HIV, Hepatitis B, tuberculosis, etc.) will be done as determined by the treating physician.
 6. If the source of the exposure is known, the suspect individual will be required to submit to testing as required by law for infectious disease. The exposed appointee will be informed of the results of the suspect individual's testing.

VII. BIOHAZARD MATERIALS

Warning labels shall be affixed to all items containing, or areas storing, biohazard materials. The labels shall be the type prescribed by OSHA (fluorescent orange or orange-red with contrasting letters). Deputies from the Winchester city Sheriff's Office may dispose of properly packaged biohazard material in the Sheriff's Office dumpster, except for syringes. The property officer may incinerate syringes.

VIII. COMPLIANCE MONITORING.

The Winchester City Sheriff's Office recognizes its responsibility to provide personal protective equipment, education and training, post exposure reporting/follow-up, and medical care for its members who are at risk to exposure, or who have already been exposed. It also notes the responsibility of the appointees to comply with the established procedures set forth in this policy. Thus, members identified as having job responsibilities, which place them at risk, will conduct compliance monitoring activities on a regular basis. The IDO will do an annual review of this policy and any incidents that have occurred to ensure that the policy is being followed and to update procedures as required.

The purpose of compliance monitoring is to verify that the program for reducing appointee exposure is working properly. It will ensure that the Sheriff's Office is in compliance with all applicable laws, standards and guidelines. Finally, compliance monitoring will serve to identify training needs and policy deficiencies.

IX. HEPATITIS B VACCINE ADMINISTRATION PROGRAM

Hepatitis B Vaccine in the form of an ongoing vaccine program will be made available to all appointees who have been deemed to be at risk for occupational exposure. Vaccine will be administered at no cost to the appointee. Vaccine will be administered within 10 working days of the initial assignment to a position that would place the member at risk. The IDO will administer this program.

A. Hepatitis B Vaccine Program

Each appointee deemed to be at risk will be instructed regarding the disease, efficiency and safety of the vaccine, route of administration, administration schedule and benefits. There will be ample opportunity for each appointee to ask questions and to have those questions answered. This will allow each appointee to make an informed decision to participate or decline to participate. Appointees will be asked to sign an informed consent sheet, which will be kept on file. Appointees who decline to participate will be asked to sign a declination form in accordance with the provision of OSHA 1910.1030 and any declination forms will also be kept on file in the individual's medical record.

Appointees who elect to sign a declination form will be advised that if they should change their mind, the vaccine will be made readily available to them.

Appointees who can show proof of previous vaccination against Hepatitis B or who can document that they are antibody positive will not be candidates for the vaccine because they have immunity.

B. Record keeping for Hepatitis B Vaccine Program

The IDO will maintain complete records on vaccine administration or declination for each appointee.

X. COMMUNICABLE DISEASE TRAINING

Training will be continual in the Sheriff's Office. The IDO will coordinate with the other agencies to provide annual training and program updates. All sworn appointees will receive introductory training when they are assigned to the field-training program.

Appointees will receive annual training on communicable diseases and the correct use of PPE. The training records will include the training dates, instructors, course contents, and the names and titles of persons attending the training. The training records will be maintained three years from the date on which they occurred. The IDO will monitor compliance to this policy and maintain the training records.

XI. RECORD KEEPING AND CONFIDENTIALITY

The IDO will keep on file in a secure location an individual record for each appointee. This record will be established for each appointee and will maintain a history of vaccines and a brief medical health history. The file will be secure and it will be maintained for 30-years after the appointee leaves employment with City of Winchester. These records will be kept according to Federal OSHA Standards.

The IDO shall obtain and provide the appointee with a copy of the evaluating health care professional's written opinion concerning an exposure within 15-days of the completion of the evaluation. The written opinion will be limited to the following information.

- * The appointee has been informed of the results of the evaluation.
- * The appointee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials, which require further evaluation or treatment.

All findings will remain confidential.

XII. AUTOMATED EXTERNAL DEFIBRILLATOR, (AED)

- a. The Winchester City Sheriff's Office owns 1 AED device which is deployed to the patrol operations; however, there are currently 3 AED devices inside to the Joint Judicial Center which are owned by the City and available for use by employees and patrons of the JJC.
- b. The AED owned by the Winchester City Sheriff's Office is deployed in a patrol car and the JJC devices are located on the south walls of floors 1, 2, and 3.
- c. These devices are to be used during events of SUDDEN CARDIAC ARREST EMERGENCY, This is any call for service where a victim has suddenly collapsed, is unconscious, and is not breathing.
- d. Deputies will receive initial training to use the device. Deputies will also receive annual refresher training.
- e. The City of Winchester Maintenance Department along with the City of Winchester Fire Marshall's Office will conduct inspections of the JJC devices as per their procedures.
- f. The Winchester City Sheriff's Office AED will be tested semi-annual according to the manufacturer's specifications.

XIII. COVID Prevention Measures

- A. PPE- Deputies have been assigned advanced PPE equipment to safeguard against exposures to COVID-19 and other viruses.
- B. Cleaning Products- Cleaning products have been made available to deputies to use on their equipment and vehicle interiors.
- C. Hand Sanitizer- Multiple hand sanitizing stations have been made available in the Courthouse and containers assigned to Deputies to use during the normal course of duties.
- D. Preventive screening measures at the JJC
 - a. Billboards have been placed at the citizen entrances to the JJC. These billboards contain 4 prescreening questions that if answered "yes" to any one, will preclude you from entering the JJC. They questions are, have you:
 1. Individuals who have returned from international travel from any high-risk countries identified by the CDC in the previous 14 days: or traveled within the United States where COVID-19 has sustained widespread community transmission.
 2. Individuals ho have been asked to quarantine, isolate, or self-monitor by any doctor, hospital, or health agency.
 3. Individuals who have been diagnosed with or have had contact with anyone who has been diagnosed with COVID-19; or have a fever, cough, or shortness of breath.

4. Individuals who reside or have been in close contact with any person in the above-mentioned categories.

E. Temperature Thermal Scanners

- a. Thermal Scanners have been placed at the Main Entrances as further preventive measure.
- b. Every individual entering the JJC must have their temperature taken by the scanner prior to proceeding into the JJC. This includes citizens, attorneys, judges, JJC employees and all Law Enforcement Officers.
- c. Any individual listed in section E b. that come through the entrances to the JJC several times a day, only need to have their temperature taken once. If the Screening Deputy is not sure, the Deputy shall cause the individual to have their temperature taken again even if the individual objects.
- d. Any individual that refuses to have their temperature taken or indicates that they have a fever, shall be asked to leave the JJC,

