

Department Response to the Coronavirus Disease 2019 (COVID-19)

directives.chicagopolice.org/directives/data/a7a57b85-17010e90-34c17-0119-53d7e59ce28d23f4.html

Chicago Police Department

Special Order S04-09



Department Response to the Coronavirus Disease 2019 (COVID-19) - REVISED 27 MARCH 2020



Issue Date: 27 March 2020 Effective Date: 27 March 2020

Rescinds: 19 March 2020 Version

Index Category: Preliminary Investigations

I. Purpose

This directive:

- - A. informs Department members about the procedures related to the response to the Coronavirus Disease 2019 (COVID-19).
- - B. introduces the COVID-19 Replacement Report ([CPD-21.251](#)).

II. Conflict Resolution

When conflicts exist, the procedures outlined in this directive take precedence over any other Department directive, including but not limited to Department directives G04-09 "Exposure Control Plan," S04-22 "Municipal Administrative Hearings," S04-22-01 "Exemptions and Restrictions for Issuing ANOV Citations," S04-23 "Ordinance Complaint Form," and S06-01-11 "CLEAR Automated Arrest System."

III. Policy

It is the policy of the Department to:

- - A. provide information and safeguards for the health and safety of the public and Department members during response to the Coronavirus Disease 2019 (COVID-19).
- - B. eliminate or minimize occupational exposure to COVID-19.

IV. General Information

The Coronavirus Disease 2019 (COVID-19) situation is evolving and general precautions and external guidance is constantly being updated on the Chicago Department of Public Health (CDPH) website at <https://www.chicago.gov/city/en/sites/covid-19/home.html>. Department members should be aware of and prepared to respond appropriately to potential Coronavirus Disease 2019 (COVID-19) incidents.

V. Responsibilities

- - A. The Chicago Department of Public Health (CDPH) is the primary agency to provide resources to support prevention, protection, response, recovery, and mitigation in support of the primary emergency objectives for incidents involving COVID-19.

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B. When circumstances dictate, the Chicago Fire Department (CFD) will be the lead transportation agency for incidents involving individuals potentially infected with COVID-19.

C. The Chicago Police Department is responsible for:

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1. providing support to the Chicago Fire Department and other City agencies as required.

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2. cooperating with governmental agencies that have an official interest in the incident (e.g., Chicago Department of Public Health) and assisting with the enforcement of authorized quarantine and isolation measures as determined necessary by CDPH and in accordance with the Municipal Code of Chicago.

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3. providing support services to governmental agencies that are determined to have primary responsibility in cases of concurrent jurisdiction (e.g., Centers for Disease Control and Prevention, Federal Bureau of Investigation).

VI. Universal Precautions for Response to COVID-19

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A. Members will use due caution when responding to a potential COVID-19-related incident.

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- B. In situations where potentially infectious material is present, members will use universal precautions, which includes the use of appropriate gloves and other protective equipment, appropriately disposing of used protective equipment, and washing the affected area (e.g., hands, face, clothing, etc.) with soap and water immediately, or as soon as possible.

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- C. Department members should be fit tested before wearing a N95 respirator. However, under extreme emergency circumstances, a N95 respirator can be used without fit testing.

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- D. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with other potentially infectious materials (OPIM), and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is otherwise compromised.

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- E. Never wash or decontaminate disposable gloves for reuse.

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- F. If equipped, utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.

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- G. Remove immediately or as soon as feasible any garment contaminated by OPIM, in such a way as to avoid contact with the outer surface.

- - H. When appropriate and dependent upon the type and level of exposure, members will confer with their immediate supervisors and consider seeking medical attention/advice.

- - I. Bulk PPE items (e.g., appropriate gloves and other protective equipment) will be supplied to districts/units and be available for use by all members.

- - J. Unit commanding officers will determine the distribution of bulk PPE items and COVID-19 PPE kits to members under his or her command. Unit commanding officers will ensure members document the receipt of a COVID-19 PPE kit by signing a unit roster.

VII. Engineering Controls for Response to COVID-19

The Department provides a variety of engineering controls to Department members to deal with potentially infectious material or persons.

- - A. A supply of COVID-19 PPE kits will be maintained in all districts/units responsible for field operations and will be distributed to Department members to respond to COVID-19-related incidents.

- - B. The COVID-19 PPE kits will only be used in emergency situations or to respond to emergency COVID-19-related incidents by Department members.

- - C. COVID-19 Personal Protective Equipment (PPE)

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1. Members will use the necessary COVID-19 PPE items to reduce occupational exposure to the virus.

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2. Members will determine which COVID-19 PPE items to use based on the reasonably anticipated occupational exposure, the guidelines set forth in this directive, and the training provided.

3. The Department will provide the following items for COVID-19 PPE-1 kits:

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 - a. one N95 respirator,
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 - b. one pair of nitrile gloves,
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 - c. two pack of sanitizing hand wipes/alcohol pads
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 - d. one impervious gown,
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 - e. one waste bag,
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 - f. one zip tie (for sealing the waste bag).

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4. All COVID-19 PPE items will be pre-packaged in a closed polybag (COVID-19 PPE kit).

D. Additional configurations of COVID-19 PPE kits, containing additional PPE items, are being distributed to designated, trained Department members to be used in specifically identified emergency COVID-19-related incidents. In addition to the items included in the COVID-19 PPE-1 kit:

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 1. COVID-19 PPE-2 kits will also include shoe covers and a face shield.
- 2. COVID-19 PPE-3 kits will also include shoe covers, face shield, and a head cover.

E. Guidelines for the use of COVID-19 PPE

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 1. Watch operations lieutenants/unit commanding officers will ensure that COVID-19 PPE kits are readily available and distributed to Department members to equip themselves in the field as needed.
- 2. COVID-19 PPE kits should be sealed. Any COVID-19 PPE kits found to be opened should be properly disposed of and immediately replaced.
- 3. All used COVID-19 PPE items will be removed in such a manner as to prevent further contamination. Used COVID-19 PPE items will be placed in a waste bag, which will be tightly closed and tied before leaving the scene. Waste bags will be disposed of in the appropriate container located at a district station.
- 4. Designated Department members who use a COVID-19 PPE kit will request a replacement kit from his or her on-duty watch operations lieutenant/unit commanding officer by submitting a fully completed COVID-19 Replacement Report (CPD-21.251) for approval.
- 5. Unit commanding officers whose initial supply of COVID-19 PPE kits need replenishment will email EandSSection@chicagopolice.org. The request will include the number of PPE kits needed and copies of any submitted COVID-19 Replacement Reports (CPD-21.251).

F. Guidelines for the transport and disposal of used COVID-19 PPE

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1. Remove the COVID-19 PPE after it becomes contaminated and place in a waste bag and tightly close the bag with the provided zip-tie before entering a Department vehicle and leaving the scene of an incident.

NOTE: If COVID-19 PPE becomes contaminated at a district station, Department members will place the contaminated COVID-19 PPE in a waste bag and tightly close the bag with the provided zip tie before leaving the work area.

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2. Transport the waste bags containing used COVID-19 PPE in the rear cargo area or trunk of a Department vehicle to the appropriate district station for disposal.

NOTE: Department members will ensure that any waste bag is properly sealed before being transported to a district station for disposal.

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3. Waste bags containing a used COVID- 19 PPE will be disposed of in an appropriate container located at district stations.

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4. If washing facilities are not readily available, members will decontaminate the affected area with the antiseptic wipes provided in the COVID-19 PPE kits.

G. Decontaminating vehicles, facilities, and equipment

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1. Vehicles/Electronic Equipment

- - a. Contaminated vehicles will be decontaminated at the district/unit's designated location in accordance with established decontamination procedures.
- - b. Designated Department members will decontaminate all Department vehicles and electronic equipment at designated locations by wiping the infected area with provided cleaning equipment and properly ventilating potentially contaminated Department vehicles.
- - c. Contaminated vehicles will be thoroughly cleaned and decontaminated after four (4) hours have passed since the member or source individual with a confirmed diagnosis of COVID-19 was in the affected area. A contaminated vehicle that cannot be decontaminated at the district/unit's designated location, or driven to its assigned garage due to the extent of the contamination, will be towed. The member's supervisor will request a tow through the Central Control Board. The control board operator will be notified that the tow request is for decontamination purposes only.

d. Contaminated electronic equipment will be thoroughly cleaned. All equipment that cannot be decontaminated will be:

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1. disposed of as biohazardous waste,
or

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2. shipped to the manufacturer for servicing. The Department of Assets, Information, and Services (AIS) personnel will ensure that the servicing representative or manufacturer is notified that the piece of equipment may be biohazardous.

2. Facilities

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 - a. Contaminated areas within a Department facility will be cordoned off and access to those areas will be prohibited until such time that the area can be decontaminated.
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 - b. AIS will be responsible for decontaminating all Department facilities.
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 - c. AIS will be responsible for developing written decontamination procedures for those members engaged in decontamination activities.
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 - d. Members requiring decontamination services at an AIS-operated facility will notify the custodian at the facility. If a custodian is unavailable, notification will be made to the engineer at the area center in which the facility is located. The engineer will transport a custodian and decontamination supplies to the contaminated facility.
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 - e. For those Department facilities that require decontamination and do not come under the responsibility of AIS, the member will contact the individual building management (e.g., O'Hare Airport, Midway Airport).

3. Personal Uniform/Equipment

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 - a. Members will notify the watch operations lieutenant/unit commanding officer and will immediately decontaminate personal equipment items consistent with Centers for Disease Control and Prevention (CDC) recommendations at <https://www.cdc.gov/> and continue to take universal precautions as delineated in Item VI of this directive.
- - b. It is the member's responsibility for the decontamination of all personal uniform/equipment items.

VIII. Arrest, Detention, and Transportation of Potentially Infectious Persons

A. Processing Felony Offenses and Other Offenses Requiring a Judge's Bond

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 1. In an effort to limit the exposure of officers to individuals who might be sick, Department members may, whenever possible, use an Ordinance Complaint Form or an Administrative Notice of Ordinance Violation (ANOV) rather than a physical arrest to enforce certain misdemeanor offenses. Department members will follow the procedures outlined below when responding to arrest situations.

2. If the arrestee is NOT exhibiting symptoms of the Coronavirus Disease 2019 (COVID-19) at the time of arrest, Department members will continue to follow existing arrest procedures, including the provisions delineated in the Department directive titled "Processing Persons Under Department Control." However, if the arrestee claims to have the Coronavirus Disease 2019 (COVID-19) at the time of arrest, Department members will additionally:

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 - - a. notify their immediate supervisor, the district station supervisor and watch operations lieutenant of the district of occurrence, and the Office of Emergency Management and Communications (OEMC) of the arrest and transport of a person claiming to be infected with COVID-19.
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 - b. isolate the arrestee during transportation and detention, including minimizing contact with other Department members and other arrestees. When practical and available, a person contaminated with COVID-19 may be requested to wear PPE to contain the contamination.
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 - c. when transporting the arrestee into a Department facility, place the arrestee directly in a designated holding facility in a single occupancy cell.
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 - d. inform support personnel during any transfer of custody, when the person to be transferred is claiming to be infected with COVID-19.
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 - e. document on the Arrest Report the fact that the arrestee has stated that he or she has been infected with COVID-19.

3. If the arrestee IS exhibiting symptoms of the Coronavirus Disease 2019 (COVID-19) at the time of arrest, Department members will:

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 - a. notify their immediate supervisor, the district station supervisor/watch operations lieutenant, Crime Prevention and Information Center (CPIC), and the Chicago Fire Department (CFD) via OEMC of the arrestee exhibiting symptoms.
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 - b. When practical and available, a person contaminated with COVID-19 may be requested to wear PPE to contain the contamination.
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 - c. CFD will transport the arrestee to Stroger Hospital and Department members will refer to Department directives titled "Processing Persons Under Department Control" and "Hospitalized Arrestees."

B. Processing Non-Felony Offenses That Do Not Require a Judge's Bond

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 - 1. The arresting Department member will notify his or her immediate supervisor and OEMC of the arrest and issue an Ordinance Complaint form citing the appropriate violation of the Illinois Compiled Statutes (ILCS) or Administrative Notice of Ordinance Violation (ANOV) citing the applicable Municipal Code of Chicago (MCC) violation for the offense in lieu of physical arrest. However, a citation will not be authorized when:

- - a. the person is less than 18 years of age.
- - b. the person cannot or will not produce a valid picture identification card (e.g., State Identification card, Drivers License, or similar identification) or his or her identity cannot be verified (e.g., via CLEAR)
- - c. a Tactical Response Report is required to be completed by officers to document force used to arrest the individual.
- - d. there is a reasonable likelihood that the offense will continue, recur, or that life or property will be endangered if the violator is not arrested and removed from the scene of the occurrence.

e. the person is in custody
for:

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 - (1) misdemeanor Unlawful Use of Weapons (UUW) violation;
 - - (2) Driving While under the Influence (DUI);
 - - (3) Violation of Bail Bond, Violations of an Order of Protection, Violations of Stalking/No-Contact Orders, Child Endangerment, or domestic-related incidents; or
 - - (4) a violation of MCC 8-4-120: Damage to Public Property, MCC 8-20-010 through 260: Weapons, or MCC 8-24: Firearms and Other Weapons.
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f. the person is arrested on a
warrant.

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2. If a violator is ineligible for a citation based on the criteria above and a physical arrest is required, Department members will follow the provisions delineated in Item VIII-A of this directive.

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3. If the person refuses to sign the citation, the violator will be informed that a refusal to sign the citation may subject him or her to physical arrest. If the violator still refuses to sign the citation after it has been completed, the issuing member will determine the appropriateness of a physical arrest. If a citation is still issued in lieu of a physical arrest, the citing member will indicate "Citation served to violator – refused to sign" on the citation.

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4. When there is a complainant associated with an Ordinance Complaint form, the complainant will sign the Ordinance Complaint form in lieu of the Department member. There will be no bonding or fingerprinting requirements for individuals receiving an Ordinance Complaint form.

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5. Traffic violators requiring a bond will be bonded from the scene, if applicable, except violators in custody for DUI.

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6. Field supervisors will, upon request, respond with a citation book if an issuing Department member is not equipped with the forms.

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7. Upon completion and issuance of an ANOV citation, the issuing member will release the violator and submit the ANOV citation to the district station supervisor (DSS) for processing consistent with the Department directive titled "Municipal Administrative Hearings."

8. Upon completion of the Ordinance Complaint form, the issuing Department member will release the violator and:

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 - a. notify the DSS of the district of occurrence through OEMC that an Ordinance Complaint form was issued and the violator was released;
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 - b. enter the information of the Ordinance Complaint form into the Automated Arrest Application, indicating "COVID-19 Alternative Arrest Processing" in the "Major Incident Category" of the "Associated Incidents" section; and
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 - c. submit the Automated Arrest Report and completed Ordinance Complaint Form to the District Station Supervisor in the district of occurrence.

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9. If an issuance of a citation requires the inventory of any items, Department members will follow established inventory procedures.

10. The District Station Supervisor of the district of occurrence will:

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 - a. ensure the Automated Arrest Report is processed consistent with the Department directive titled "CLEAR Automated Arrest System," including the entering of the booking information and completion of the court and bonding information.
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 - b. process the Ordinance Complaint Form consistent with the Department directive titled "Ordinance Complaint Form," by using the court transmittal printed via the Automated Arrest Application.
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11. The Watch Operations Lieutenant of the district of occurrence will ensure the Automated Arrest Report is processed consistent with the Department directive titled "CLEAR Automated Arrest System," including the initial approval of probable cause and final approval of charges.

NOTE: Watch Operations Lieutenant will indicate in the Watch Operations Lieutenant Comments section that such approval is "Based on an Ordinance Complaint form completed by the Arresting Officer and issued to the listed arrestee."

IX. Initial Response Procedures

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A. Department members should be alert for individuals exhibiting signs and symptoms (fever, cough, difficulty breathing) of the Coronavirus Disease 2019 (COVID-19) as delineated by CDPH at <https://www.chicago.gov/city/en/sites/covid-19/home.html>.

B. Unprotected Department personnel should refrain from direct contact with affected persons and objects. To minimize the potential risk of exposure from potential COVID-19 affected individual(s), Department members will, if possible:

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1. remain, at minimum, 6 feet away from the potentially affected individual(s); and

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2. limit contact with the potentially affected individual(s) to a 10 minute duration.

NOTE: When possible, Department members will increase the distance between themselves and the potentially affected individual(s) when contact with the individual(s) last more than 10 minutes.

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C. During radio communications involving a potential COVID-19-related incident, Department members will refer to these types of incidents as "respiratory incidents."

- - D. If a call for service has been identified by OEMC to be a COVID-19-related incident or if a location has been previously identified as involving an individual who has been tested for COVID-19, OEMC will dispatch the CFD, other appropriate city agencies, and support units to the incident.

NOTE: OEMC will also provide notifications for news-worthy incidents involving individuals potentially infected with COVID-19 through their established notification procedures.

- - E. If a Department member responds to a call where there is a confirmed case of COVID-19, the member will wait outside the relevant location and will only enter if CFD determines it is safe to do so.

- - F. If a Department member comes into contact with or is made aware of an individual potentially infected with COVID-19 or exhibiting physical symptoms and signs of risk factor, the member will:

- - - 1. follow the universal precautions delineated in Item VI of this directive and be aware of the engineering controls delineated in Item VII of this directive.

NOTE: For instances involving a possible arrest, Department members will follow the provisions delineated in Item VIII of this directive.

- 2. when the individual(s) require medical attention, notify CFD and request emergency medical services for the potentially infected individual(s).
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 - - a. If feasible, Department members will minimize their own contact with the individual, including stepping out of the location and conducting initial interviews from outside the location, and will isolate and contain the individual until the arrival of CFD.
 - b. Furthermore, Department members will:
 - - (1) follow the provisions delineated in Item IX-B of this directive;
 - - (2) not transport the individual in a Department vehicle.
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 - 3. if the individual(s) require medical attention, notify their immediate supervisor and the district station supervisor of the district of occurrence.
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- G. When notified of the request for CFD, the appropriate field supervisor from the district of occurrence will respond to the scene.

H. If the responding CFD personnel determines that the incident is potentially an outbreak of COVID-19 or a COVID-19 related incident requiring additional precautionary measures, the responding CPD supervisor will:

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1. notify:

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a. OEMC,

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b. SWAT via Citywide 1, and

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c. the Crime Prevention Information Center (CPIC).

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2. confer with the ranking on-site CFD supervisor to determine the appropriate level of Department support.

I. When notified of a potential outbreak of COVID-19 or a COVID-19 related incident, as designated by CFD, requiring additional precautionary measures, the CPIC will notify:

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1. following command staff members:

- - a. the First Deputy Superintendent
- - b. the Chief, Office of Operations
- - c. the Chief, Bureau of Counterterrorism
- - d. the Chief of Staff, Office of the Superintendent.

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2. the relevant health authorities (including the Illinois Emergency Management Agency pursuant to 20 ILCS 2305/2.1) according to their own internal policies.

J. When notified of a potential outbreak of COVID-19 or a COVID-19-related incident, as designated by CFD, the commanding officer of SWAT will ensure:

- - 1. the appropriate SWAT personnel and resources are deployed, if necessary, including the appropriate personal protective equipment (PPE).
 - 2. that only properly protected SWAT personnel engage the individual or secure a potentially infected location.
 - 3. that if a police presence is required within an area of potential infection or to make contact with the infected individual, this function will be performed by SWAT personnel trained and equipped to work in the environment.

NOTE: The SWAT response procedures will only be in effect until the implementation of the COVID-19 Response Plan. During the implementation of the COVID-19 Response Plan, SWAT personnel will respond as directed.

- - K. For COVID-19-related incidents that require the implementation of the Critical Incident Response Program, Department members will follow the Department directive titled "Critical Incident Response Program" and this directive.

X. COVID-19 Response Plan

Phases of the COVID-19 Response Plan may be activated upon the order of the Superintendent; the First Deputy Superintendent; the Deputy Superintendent, Office of

Constitutional Policing and Reform; or the Chief, Office of Operations. This may require a modified duty assignment and work schedule consistent with collective bargaining agreements.

XI. Post-Exposure to COVID-19 Procedures

A. An exposure incident is specific contact between the respiratory secretions of an individual potentially infected with COVID-19 and a member's:

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 1. mucous membranes (e.g., eyes, ears, nose, mouth),
or
 - 2. non-intact skin (e.g., cut, abrasion, acne, dermatitis), or
 - 3. body via other type of
contact.

B. Members will immediately report an exposure incident to their supervisor or, if their supervisor is unavailable, a supervisor assigned to the district of incident.

C. The supervisor will immediately investigate the incident to determine if an exposure incident, as defined above, has occurred.

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 1. Upon confirmation of an exposure incident, the supervisor will:

a. advise the member:

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a. to contact the Medical Section but NOT to report to the Medical Section in person until directed to do so by Medical Section personnel.

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b. to follow the medical recommendations provided by the Medical Section.

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c. that if the member contracts COVID-19 as a result of the exposure incident, the member must promptly notify his or her unit of assignment and the Medical Section by telephone and follow the instructions supplied by Medical Section personnel.

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b. document the exposure incident as outlined in Item XII-A of this directive

c. initiate steps to have the source individual tested for COVID-19.

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- (1) If the source individual is unknown, the supervisor will attempt to ascertain the identity of the source individual. The assistance of Office of Operations detective personnel may be requested.

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- (2) In cases where the source individual is hospitalized and has already been tested, a Hospital Run Sheet (CPD-62.420) will be completed and provided to the hospital treating the source individual.

- (3) In cases where the source individual has not been tested, an attempt will be made to obtain the source individual's written informed consent for testing. If the source individual refuses testing, the supervisor will:

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- a. obtain sufficient information to identify and locate the source individual at a later date,

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- b. prepare and forward a copy of all reports related to the incident to the Legal Affairs Division and the Department Safety Personnel Officer.

2. If an exposure incident has not been confirmed but the Department member is reporting "close contact" with COVID-19 affected persons (defined as within 6 feet of the individual for a prolonged duration of 10 minutes or more), the supervisor will:

- - - a. complete a Report of Exposure to Communicable Disease/Hazardous Material form (CPD-62.418) documenting the circumstances under which the incident occurred, the name of the source individual, and other sufficient information to assist in the identification of the source individual, and all post-incident actions taken;
 - b. inform the reporting Department member:
 - - (1) NOT to contact the Medical Section unless reporting an illness or instructed to do so.
 - - (2) to self-monitor his or her condition and if the member becomes sick or begins displaying symptoms of illness, contact his or her unit of assignment to be placed on the Medical Roll.
 - - (3) that an Injury on Duty Report may be completed at a later time if it is suspected that a member's illness was related to the "close contact" with a confirmed COVID-19 affected person.
 - c. submit the Report of Exposure to Communicable Disease/Hazardous Material form to the unit commander officer for forwarding to the Medical Section.

XII. Post-Exposure to COVID-19 Reporting Procedures

A. The investigating supervisor will:

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 1. complete a Report of Exposure to Communicable Disease/Hazardous Material form (CPD-62.418) documenting the circumstances under which the exposure incident occurred, the name of the source individual and other sufficient information to assist in the identification of the source individual, and all post-exposure actions taken.
 2. complete an Injury on Duty Report for Department members if an injury occurs along with the exposure incident or if a member obtained medical care for the exposure.
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 - a. An injury reported on an Injury on Duty Report must include that the member:
 - - (1) obtained specific medical treatment due to the incident, or
 - - (2) sustained a physical injury, or
 - - (3) had specific contact between the respiratory secretions of an individual potentially infected with COVID-19 and the member's mucous membranes (e.g., eyes, ears, nose, mouth), non-intact skin (e.g., cut, abrasion, acne, dermatitis), or body via other type of contact.

- - b. The source individual WILL NOT be identified in the Injury on Duty Report.

- - c. The investigating supervisor will review the Injury on Duty report to ensure that the report includes the specific injury, how the injury occurred, the district/unit of occurrence, RD number, and cause of injury (if available).

- - d. The investigating supervisor will ensure copies of ALL associated reports, including the Hospital Run Sheet, Exposure Report, Arrest Report, Case Report, or Investigatory Stop Reports, are scanned and attached in the Injury on Duty Reporting application.

B. Upon notification of an exposure incident, the Medical Section will:

- - - 1. be responsible for tracking members with Risk Level I and Risk Level II assignments.

 - - 2. conduct a post-exposure follow-up and evaluation;

 - - 3. evaluate the Report of Exposure to Communicable Disease and schedule the affected member for a medical evaluation, when necessary;

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4. offer the member measures designed to preserve health and prevent the spread of COVID-19 in accordance with the current recommendations of the US Public Health Service and the Centers for Disease Control and Prevention (CDC);

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5. counsel the member concerning precautions to take during the period after the exposure incident;

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6. advise the member to be alert for certain potential illnesses or symptoms and to report any illnesses or symptoms, as the result of the exposure, to the Medical Section;

NOTE: Members should not delay any request for emergency medical treatment.

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7. provide to the member's personal physician, upon request, copies of all relevant reports related to the exposure incident;

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8. ensure that the exposed employee is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality);

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9. ensure medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records." The Department Safety Personnel Officer is responsible for maintenance of the required medical records. These confidential records are kept for at least the duration of employment plus thirty years. Employee medical records are provided upon request of the employee or to anyone having written consent of the employee within fifteen working days. Such requests should be sent to the Department Safety Personnel Officer;

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10. will provide the member with a copy of a health care professional's written opinion within fifteen days of the completion of the evaluation. The evaluation will be limited to any medical conditions resulting from the exposure to potentially COVID-19 infectious materials that require further evaluation and treatment.

C. Hospital Run Sheet procedures

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1. A Hospital Run Sheet formset (CPD-62.420) will be prepared whenever a member:

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a. has contact with any person who is transported to a hospital or the Medical Examiner's Office, or

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b. has physical contact with the respiratory secretions of an individual potentially infected with COVID-19 transported to a hospital or the Medical Examiner's Office.

REMINDER: Any exposure incident reported on a Report of Exposure to Communicable Disease/Hazardous Material form (CPD-62.418) involving an individual transported to a hospital or Medical Examiner's Office should also have a Hospital Run Sheet completed for the transport of the individual.

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2. The member preparing the Hospital Run Sheet formset will record the names, star numbers, and unit numbers of ALL members having contact with the person or the person's body/bodily fluids including respiratory secretions. Additional formsets will be prepared if necessary.

NOTE: If patient information cannot be immediately ascertained, the sworn member will record the information as "unknown."

3. The Hospital Run Sheet will be distributed as follows:

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 - a. The original will be presented to:
 - - (1) hospital emergency room staff whenever the patient is transported by Department personnel.
 - - (2) paramedics whenever the patient is transported by the Chicago Fire Department or private ambulance service.
 - NOTE: Paramedics will not be delayed in order to await preparation of the formset. If the paramedics leave the scene prior to completion of the formset, the formset will be delivered to the hospital emergency room.
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 - b. A copy of the Hospital Run Sheet will be forwarded to the Medical Section attached to the Report of Exposure to Communicable Disease/Hazardous Material form.
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 - c. The duplicate will be filed in the district from which the transport originated and retained in accordance with the guidelines in the Department's Forms Retention Schedule.

4. The Director, Medical Section, upon receipt of notifications of a COVID-19 diagnosis from hospitals, will:

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 1. notify members who have had contact with the patient's body/bodily fluids including respiratory secretions. If the Medical Section cannot directly inform the member, the member's unit will be notified to instruct the member to contact the Medical Section for further instructions.
- 2. investigate the nature of the contact to determine whether a risk exists for the transmission of COVID-19.
- 3. follow Department guidelines regarding Medical Roll and Injury on Duty (IOD) procedures when warranted.

XIII. Exposure to COVID-19 Notification

- - A. On or off-duty sworn and civilian Department members (including members on furlough, leave of absence, IOD, or the medical roll, or any other use of elective time) who have been or believe that they have been exposed to a confirmed case of COVID-19, or who have a confirmed diagnosis of COVID-19 will notify their watch operations lieutenant or unit commanding officer in their unit of assignment and consult the Medical Section, who will advise members of the appropriate actions to address the concern.

NOTE: Under NO circumstances will Department members self-quarantine without consulting the Medical Section. Department members will continue to follow the provisions delineated in the Department directive titled "Medical Policy" and any other guidance related by the Department or the City of Chicago, including obtaining permission from the Medical Section to leave the state.

- - B. Any Department member receiving notification of a Department member having a confirmed diagnosis of COVID-19 will notify the watch operations lieutenant or unit commanding officer.

- - C. The watch operations lieutenant or unit commanding officer receiving notification of a confirmed diagnosis of COVID-19 will:

- - - 1. directly communicate with the Department member with a confirmed diagnosis of COVID-19, complete the "COVID-19 Confirmed Cases Notification" form via the department link and PRINT the form prior to submission. If unable to access the department link, the watch operations lieutenant or unit commanding officer will request the department link by contacting CPIC.

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2. after the "COVID-19 Confirmed Cases Notification" form has been submitted, notify CPIC and ensure the form has been received.

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3. advise the member to contact the Medical Section and follow the established procedures outlined in the Department directive titled "Medical Policy."

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4. inform any Department members that have been identified as having "close contact" (defined as within 6 feet for a prolonged period of 10 minutes or more), within the last 24 hours that the Department member with a confirmed diagnosis of COVID-19 began to feel ill or exhibited symptoms.

REMINDER: Any informed Department members identified as having "close contact" to the member with a confirmed diagnosis of COVID-19 will notify their immediate supervisor. The supervisor will follow the procedures outlined in item XI-C-2 of this directive.

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5. secure any affected vehicles, facilities, or work areas and initiate the sanitation efforts of any affected areas under his or her control after four (4) hours have passed since the member with a confirmed diagnosis of COVID-19 was in the affected areas.

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- D. Upon receiving notification of a confirmed diagnosis of COVID-19, CPIC will ensure the appropriate internal and external notifications are made, including the request for sanitation efforts in the affected facilities and locations.

XIV. Department of Public Health Act and Related Enforcement

- - A. The Gubernatorial Disaster Proclamation "Stay At Home Order" provides enforcement authority to all police officers throughout the state for the duration of the proclamation. There is a prohibition on any "public and private gatherings, including gatherings in shared or outdoor spaces, outside of a single household or living unit, of 10 or more people, unless the gathering meets an exception for essential activities."
 - B. Any Department member encountering a gathering of 10 or more individuals, will:
 - - 1. remain, at minimum, 6 feet away from the gathering, when possible.
 - - 2. notify the Office of Emergency Management and Communications (OEMC) and his or her immediate supervisor of a "Public Safety Concern."

3. provide the OEMC dispatcher with the following information:
 - o
 - - a. location and location type (e.g., park, street, etc.).
 - - b. type of gathering, if known, and an estimate of the crowd size.
 - - c. identification of any unlawful actions or potential public safety concerns.

4. assess the situation
and:

- ■
 - a. with body-worn camera activated, inform the individuals of the "Stay At Home Order."
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 - b. provide a warning and allow a reasonable time to disperse.
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 - c. notify OEMC of the number of people being dispersed and use the appropriate disposition, absent other enforcement actions.
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 - d. if the gathering refuses to disperse, notify his or her immediate supervisor who will make a determination whether to follow the enforcement procedures delineated in Item VIII-B of this directive.

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- C. Pursuant to 20 ILCS 2305/2, "Department of Public Health Act," the Illinois Department of Public Health has supreme authority in matters of quarantine and isolation.

D. If the IDPH has declared a quarantine, then the violation of that order from the IDPH is a class A misdemeanor. Furthermore, knowingly or maliciously disseminating any false information or report concerning the existence of any dangerously contagious or infectious disease in connection with the Department of Public Health's power of quarantine, isolation, and closure or refusal to comply with a quarantine, isolation, or closure order is a class A misdemeanor. The following statutes will apply towards violations of the "Public Health Act:"

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 1. 20 ILCS 2305.0/8.1 — whoever violates or refuses to obey any rule or regulation of the Department of Public Health.
- 2. 20 ILCS 2305.0/2-K — any person who knowingly or maliciously disseminates any false information or report concerning the existence of any dangerously contagious or infectious disease in connection with the Department of Public Health's power of quarantine, isolation, and closure or refuses to comply with a quarantine, isolation, or closure order.

NOTE: The designated CDPH or the IDPH personnel will be the complainant for arrests effected for these violations.

XV. Public Exposures to COVID-19

- - A. The City of Chicago Emergency Operations Plan (EOP) contains situation-specific responses (Annexes) outlining the City's coordinated response and city-wide Department-level responsibilities.

- - B. Pursuant to the City of Chicago EOP, Public Health and Medical Services (PHMS) Annex, the City of Chicago Department of Public Health, and the Chicago Fire Department are the primary agencies for public health and medical emergency incidents within the City of Chicago.

- - C. The Department's role in a public-exposure situation is to assist the primary City agencies and other state and federal authorities as appropriate.

XVI. Additional Departmental Resources

For additional Departmental resources, Department members may reference:

- - A. the Training Division's Training Bulletin ETB# 20-02 at http://trainingdivision.chicagopolice.local/Academy_Public/bulletins.html.

- - B. the Departmental video "Coronavirus Precautions" on the Wire at http://thewire.chicagopolice.org/thewire/news_category/covid-19-updates/.

(Items identified by italics/double underline have been added or revised)

GLOSSARY TERMS:

1. Risk Level I

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Assignment in which responsibilities involve a potential for exposure to blood and other potentially infectious materials.

2. Risk Level II

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Assignment in which responsibilities do not involve exposure to blood or other potentially infectious materials, but exposure may occur.