**Sheriff’s Office COVID-19 Exposure Protocol**

### Exposure Defined
- Being within 6 feet of a person with COVID-19 for 60 + minutes; or
- Having contact with body fluids from a person with COVID-19 (blood, phlegm, respiratory droplets)

### Possible Exposure
Contact with person exhibiting COVID-19 symptoms (ONLY)

- Using proper PPE AND/OR no prolonged close contact with individual

### Prolonged close contact AND no PPE

#### Employee Responsibilities
- Immediately notify Supervisor
- **Monitor** for symptoms:
  - Fever,
  - Cough,
  - Difficulty breathing,
  - Pressure or pain in chest

#### Supervisor Responsibilities
- **Notify** HIP Coordinator;
- **Tell** Employee to follow CDC Decontamination Protocol;
- **Determine** if Employee can return to work or takes sick leave;
- **Sworn:** Also, document exposure in Sergeant’s Log.

#### HIP Coordinator Responsibilities
- Collect information from employee:
  - Name, date of birth, phone number, home address,
  - Date of symptom onset, symptoms,
  - Record if employee needs urgent or emergency care
  - Contact Public Health to start testing approval process,
  - Help employee fill out necessary paperwork for leave and process for returning to work

### Confirmed Exposure
Contact with person positive COVID-19 test

- Prolonged close contact AND/OR contact with bodily fluids
- Using proper PPE AND/OR no prolonged contact

### Supervisor Responsibilities
- Immediately notify Supervisor
- **Monitor** for symptoms:
  - Fever,
  - Cough,
  - Difficulty breathing,
  - Pressure or pain in chest

### Employee Responsibilities
- Immediately notify Supervisor
- **Monitor** for symptoms:
  - Fever,
  - Cough,
  - Difficulty breathing,
  - Pressure or pain in chest

### No Symptoms Develop
- Report to work

### Symptoms Develop
- Don a mask
- **Seek medical attention**
- Notify Supervisor

### HIP Coordinator Responsibilities
- Report to work or request sick leave
- Coordinate with HIP to request test for COVID-19

### Employee shall Report results to HIP Coordinator
- No Symptoms Develop
- Report to work
- Coordinate with HIP to request test for COVID-19

### Employee shall Report results to HIP Coordinator
- Symptoms Develop
- Don a mask
- **Seek medical attention**
- Notify Supervisor
- Coordinate with HIP to request test for COVID-19

### Employee shall Report results to HIP Coordinator
- No Symptoms Develop
- Report to work
- Coordinate with HIP to request test for COVID-19