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-----Serving the people of the Yamhill Fire Protection District since 1896-----

**Temporary YFPD Policy: Response to COVID-19. In response to OAR 437-001-0744 Addressing COVID-19 Identifying our Workplace to be deemed at exceptional risk.**

**Unless otherwise indicated, the rule’s provisions take effect November 16, 2020. The rule will remain in effect until May 4, 2021, unless revised or repealed before that date.**

The purpose of this temporary policy is to recognize that the novel coronavirus, also known as COVID-19, may impact Yamhill Fire Protection District. Our employees/volunteers are at the forefront of our concern as we work to adapt quickly to this emerging public health threat and navigate new business practices in order to continue to serve our community to the best of our abilities. It is in times like these that our community may need our services the most.

**Definitions:**

**Novel Coronavirus / COVID-19:** A respiratory disease caused by a novel (new) coronavirus. The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”).

**Curtailed Operations:** A change or reduction to the routine services, service levels, activities and functions of any given office, department, or division.

**Household Member:** Any other person who resides in the employee’s household.

**Immediate Family:** As defined by Oregon Family Leave Act: the spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave, sick child leave, or leave under ORS 659.159(1)(e) is taken.

**Isolation:** A method to separate sick people with a contagious disease from people who are not sick. Isolation is a term applied to infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease. Medical Advice: Information or advice received from a medical professional.

**Quarantine:** Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Social Distancing:** Measures taken to restrict when and where people can gather to stop or slow the spread of infectious diseases. Social distancing measures include limiting large groups of people coming together, closing buildings, and canceling events.

**Telecommuting:** A work arrangement in which the employee works outside the normal work site, often working from home.

**Yamhill County Health Department:** The regional health authority for public health concerns in Yamhill County. <https://hhs.co.yamhill.or.us/>

**General Policy:** The Yamhill Fire Protection District is following the guidance of the Oregon Health Authority (OHA), Centers for Disease Control (CDC), and Yamhill County Health Department. The District is adhering to the recommendations of these agencies regarding preventative measures including social distancing, quarantines, and possible curtailment of non-essential District functions. The District will continue to adjust as the recommendations of these agencies change.

This policy applies to all employees/volunteers, and specifically those who fall into one of the following categories:

1. An employee/volunteer or an employee's/volunteer's dependent or household member who is under observation, being monitored or has been diagnosed with COVID-19.
2. An employee/volunteer or a household member who falls into one of the categories identified by the CDC as being at high risk for serious complications from COVID19 and has been advised by a medical professional or public health authority not to leave their home or come to work;
3. The school or daycare center of an employee's/volunteer's dependent has closed due to COVID-19.
4. Supportive services for an employee's/volunteer's dependent (such as medical transportation, in-home care providers, etc.) are unavailable due to COVID-19 which requires them to care for that dependent.
5. Public or alternative transportation is unavailable due to COVID-19 and an employee is unable to travel to and from work, OR
6. If the CDC or OHA directs the District to take advanced steps such as social distancing, quarantines or curtailment of non-essential District functions, this policy would then pertain to all but a few staff providing essential services.

#### **Policy Guidelines:**

1. Employees who fall into one of the six General Policy categories above and cannot telecommute may use 'Administrative Leave' and Reason Code 'COVID-19 Absence' to account for the absence.
  - a. Reason Code 'COVID-19 Absence' will pay an employee's regular wage without utilizing leave accruals.
  - b. This Reason Code does not identify whether or not an employee is ill; but instead is used for the sole purpose of tracking expenses associated with the District's response to COVID-19,
  - c. If employees utilize Reason Code 'COVID-19 Absence' they must complete the Coronavirus / COVID-19 Absence Form (see attachment A) and turn it in to the Fire Chief before submitting a timecard with this reporting category.
  - d. The Fire Chief will then forward the completed form to the Payroll Clerk via email: [clerk@sheridanfire.org](mailto:clerk@sheridanfire.org)
2. Employees who do not fall into one of the six categories listed in the General Policy section above must utilize their accruals per the District's existing policies or procedures if they wish to be absent from work.

3. Telecommuting Option: If an employee meets one of the six General Policy categories but is not ill.
  - a. The employee shall first attempt to utilize telecommuting to serve the public in the best possible manner.
  - b. When an employee is in a position with telecommuting capabilities, they shall talk with the Fire Chief to gain approval and make appropriate arrangements for telecommuting.
  - c. When telecommuting, employees must be available via computer or phone and provide a contact phone number where they can be easily and readily reached during their regular workday while working remotely from the work site.
  - d. If an employee is not in a position with telecommuting capabilities and is unable to come to work for reasons mentioned in one of the six General Policy categories above, Reporting Category 'COVID-19 Absence' should be utilized to account for time away from work.
  
4. Employees who are quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis or diagnosed with COVID-19 will be approved for FMLA/OFLA leave for 80 hours (or two weeks of the employee's shifts) at full pay. No FMLA/OFLA paperwork will be required for the first 80 hours of this leave.  
OR  
Two weeks (up to 80 hours) at two-thirds pay to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.  
Expanded FMLA for employees employed for at least 30 days = Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's pay as leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.  
If the employee wishes to request FMLA/OFLA leave in excess of the 80 hours they will be required to complete the appropriate paperwork. In this situation their pay status will be converted to FMLA/OFLA leave.  
According to the OFLA there are potential exemptions for employers with fewer than 50 employees.  
Read the following Fact Sheet for employee's eligibility requirements.  
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>
  
5. Exceptions: Exceptions to this temporary policy may only be granted by the Fire Chief or designee.  
  
Any situation or circumstance not covered in this temporary policy shall be governed by existing District policies and procedures.
  
6. Implementation: The Fire Chief is responsible for implementing this policy.

**Observance of this policy is Mandatory.**

7. Review: This temporary policy shall be reviewed by the Fire Chief at least every 14 days and updated or revoked, as necessary. This temporary policy is only in effect during the time covered by the COVID-19 Emergency Declaration issued by the State of Oregon.

8. Resources
  - 7.1 Yamhill County Health Department <https://hhs.co.yamhill.or.us/>
  - 7.2 Oregon Health Authority <https://www.oregon.gov/oha/pages/index.aspx>
  - 7.3 Centers for Disease Control <https://www.cdc.gov/>
  - 7.4 2-1-1 (website, or dial 2-1-1)

Established 3/12/2020

Approved 3/12/2020

Updated 05/12/2020

Updated 11/10/2020

Greg Graven

Chief of Police

**City of Yamhill Police Department COVID-19 Procedures and Protocols  
Updated 11/10/2020**

\*\*Note: This information is subject to change.\*\*

**Temporary Oregon OSHA COVID-19 Rule Appendix A-18  
Mandatory Workplace Guidance for Law Enforcement Activities**

**Application:** This appendix applies to the activities of law enforcement officers in the performance of their duties. To the degree this appendix provides specific guidance, it supersedes the requirements for physical distancing and the use of masks, face coverings, or face shields of the COVID-19 Temporary Rule (OAR 437-001- 0744); to the degree a situation is not addressed by the specific language of this appendix, the requirements of the rule apply.

<https://osha.oregon.gov/rules/advisory/infectiousdisease/pages/default.aspx>

OAR 437-001-0744

<https://osha.oregon.gov/OSHARules/div1/437-001-0744.pdf>

Note: In accordance with Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance and subsection (3)(b) of the Temporary Rule for COVID-19, it is strongly recommended but not required that individuals wear a mask or face covering as source control instead of a face shield alone.

Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance

<https://shredsystems.dhsoha.state.or.us/DHSForms/Served/1e2288K.pdf>

**Definitions:** For purposes of this appendix, the following definitions apply:

Law enforcement agency means the Oregon State Police, a county sheriff's office, a municipal police department, a police department established by a university under ORS 352.121 or 353.125, or an agency that employs one or more parole and probation officers as defined in ORS 181A.355.

Law enforcement officer means a member of the Oregon State Police, a sheriff or deputy sheriff, a municipal police officer, an authorized police officer of a police department established by a

university under ORS 352.121 or 353.125, or a parole or probation officer as defined in ORS 181A.355.

**A. Physical Distancing Measures.** To ensure appropriate physical distancing, law enforcement agencies must implement appropriate physical distancing as required by the rule in locations under their control and must do so to the extent their duties allow in other locations. However, based on the nature of the law enforcement officer's duties, the physical distancing requirements of the rule do not apply to emergency situations or other situations where the safety of law enforcement officers or others involved make contact within 6 feet necessary.

**B. Masks, Face Coverings, and Face Shields.** To reduce the risk of transmission from potentially infected individuals, law enforcement agencies must require masks, face coverings, or face shields in spaces under their control and when employees interact with other individuals. However, the following specific modifications apply to certain law enforcement activities:

1. Law enforcement agencies must ensure that all employees, visitors, and persons in custody wear a mask, face covering, or face shield as required in this rule unless enforcing this requirement would require the use of physical force or place an employee or member of the public at greater risk of COVID19 exposure;
2. Law enforcement agencies must provide masks and face shield to law enforcement officers to wear in combination in situations when a person in custody refuses to wear a face covering;
3. Law enforcement officers are permitted adjust or remove the face mask, face covering, or face shield while interviewing a member of the public when necessary to establish sufficient rapport with the interviewee;
4. Law enforcement officers driving during an emergency response or pursuit may adjust or remove a mask, face covering, or face shield that impedes their vision or distracts from the safe operation of the vehicle;
5. Law enforcement officers are permitted to remove their mask, face covering, or face shield when the officer's ability to clearly communicate is impaired by the mask, face covering, or face shield; and
6. Law enforcement employees transporting a person in custody or a member of the public must ensure that that person wears a mask, face covering, or face shield unless compliance would require the use of force or place law enforcement employees or a member of the public at greater risk for COVID19 exposure or physical jeopardy.

## **Personal and Community Protection**

The CDC is recommending non-pharmaceutical interventions to slow the spread of COVID-19, and other respiratory infections (including flu and pertussis) by taking everyday preventive actions, including:

### **Personal Protection**

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Get your annual flu vaccine (to protect against flu).
- All Yamhill Police Department employees are strongly encouraged to wear cloth or surgical masks in public areas where physical distancing measures are difficult to

maintain. (See the Covid-19 Cloth/Surgical Mask Recommendations below for additional details). <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/1e2288K.pdf>

## **Community Protection**

- If in close proximity with ill individuals (suspected fever, productive cough, vomiting) through community contact, encourage them to wear a mask until released or evaluated by medical staff (standard isolation masks will do, N-95 not necessary).

\*\*\*\*If Officers encounter a person with known or suspected COVID-19, they shall wear the following PPE:

- N95 facemask
- Tyvek body suit or fluid-resistant gown
- Eye protection (e.g., glasses, goggles, or face shield)
- Latex or nitrile gloves with inner layer clean
- Shoe covers
- Test PPE equipment in advance to ensure fit

## **Exposures**

### **Employee exposure to a person with confirmed COVID-19**

- Minimize the further exposure of the individual to other public safety personnel.
- Once the incident involving the subject is completed, decontaminate by changing uniform, utilization of hand sanitizer and washing the exposed areas using the RelyOn spray.
- If an employee has a COVID-19 exposure, they should immediately contact the Chief of Police and isolate themselves as reasonable as possible at the time.
  - An exposure would be unprotected direct contact with a known COVID-19 case. For purposes of this document unprotected would be considered not wearing appropriate PPE, which includes a well-fitting surgical or N95 respirator (or better), eye protection, and gloves. Direct contact includes contact within 6 feet or any contact where the employee gets the subject's sputum or saliva on them.
- Employee will contact their healthcare provider or occupational medicine if the exposure occurs on the job.
  - Employee should expect to self-monitor for symptoms
  - After discussion with the Chief of Police, employee will likely continue working.
  - City will work with employee if their healthcare provider or public health nurse advise them to quarantine from citizens and other public safety personnel.
  - Employee will not return to work if they are symptomatic and this could be SAIF or Workers COMP or Sick time depending on the situation.
- The Chief of Police will complete an Incident Analysis Form (aka Short Form) and provide an 801 Form to employee.

### **Employee contact with a person displaying symptoms of COVID-19 (unconfirmed COVID-19)**

- Employee should not touch their face (nose, mouth and eyes).
- Wash hands with warm water and soap; use hand sanitizer if no soap and water is available.

- If an employee has contact with someone displaying symptoms, they should contact the Chief of Police who will document the incident on an Incident Analysis Form.

### **Employee with confirmed COVID-19:**

- If an employee tests positive for COVID-19, even if it is not a workplace issue, the employee shall notify the Chief of Police immediately at (503) 857-8560 or by email at [greg.graven@cityofyamhill.org](mailto:greg.graven@cityofyamhill.org).
- Employees with a confirmed COVID-19 diagnosis will be required to stay away from work for a minimum of 14 days.
  - The City of Yamhill is following CDC guidelines for employees to return to work.
  - The Emergency Family and Medical Leave Act will provide additional leave options related to COVID-19.
- Employee will use sick time or use of SAIF/Worker's Compensation may be an option if infection is due to an on the job exposure.
  - An 801 and Incident Analysis form are required for SAIF and Workers Compensation cases.
- Infected employees shall identify all areas they have been physically present.
  - The areas will be cleared when reasonable and the police department will implement recommended CDC sanitation procedures.
- The infected employee will identify all individuals they have come into contact with.
  - Without disclosing the infected employees' identity (again, in accordance with the ADA), employees who were in in contact with the infected employee will be advised that the infected employee was physically present in their work area.
- The Chief of Police should advise member that disclosing member of identity
- Impacted employees should reach out to a qualified health care provider to seek advice as to what additional steps, if any, should be taken at that time and report any recommendations back to the Chief of Police.
- Communication with other (non-contacted) employees:
  - Police department employees will be notified that a member of the department is infected with COVID-19, without disclosing the infected employee's identity.
  - All questions related to infected employees should be directed to the Chief of Police.

### **Station and Vehicle Hygiene**

The CDC recommends routine environmental cleaning of the workplace. The police department has been working with our cleaning services to increase the disinfectant of the facilities. This includes heavily used areas such as countertops, doorknobs, and other work surfaces. Employees shall do their part in shared workplaces by following above personal protection measures and performing regular cleaning of shared workspaces.

- For individually assigned workstations and offices, use disinfectant wipes or RelyOn spray on computer keyboards, desktops, computer mouse and filing cabinets at the beginning and end of shift.
- For shared computers and workstations, use disinfectant or RelyOn spray on computer keyboards, desktops, and computer mouse before and after each use. (Treat like using gym equipment.)
- Disinfecting patrol vehicles before and after each shift with special attention to commonly touched surfaces such as MDTs, steering wheels, door handles, radios and other controls.

- Keep partition cages closed and disinfect the back seat and any other surfaces suspected of contamination after prisoner transports.
- The City of Yamhill has a contract with cleaning services for extensive cleaning related to COVID-19.

## **Donning and Doffing PPE / Covid-19**

NOTE: When responding to emergency medical related calls, such as CPR related calls, consider staging away from the location to don proper PPE.

### **DONNING**

- Sanitize hands
- Inspect PPE for rips/tears/damage
- Put on Tyvek suit
- Put on boot covers
- Put on inner set of gloves
- Put on N95 respirator mask
- Put on goggles/glasses
- Pull hood of Tyvek suit over head
- Put on outer gloves
- Apply tape around wrists and ankles to ensure seal
- Put on face shield (if applicable)
- Verify all skin is fully covered

### **DOFFING**

- Observing officer inspect PPE for rips/tears/damage
- Have biohazard bag available (an officer may assist with holding the bag)
  - Consider using one biohazard bag for uniform equipment and one for garbage.
- Disinfect outer gloves using alcohol-based solution or gel
- Remove boot covers
  - Assisting officer disinfect all surfaces of boots
- Disinfect outer gloves
- Remove outer gloves
- Inspect inner gloves
- Disinfect inner gloves
- Remove splash shield (if used)
- Disinfect inner gloves
- Remove hood
- Disinfect inner gloves
- Remove boots if Tyvek suit is inside boots otherwise skip
- Remove Tyvek suit
  - Assisting officer will help roll Tyvek suit down and outward being careful not to contact uniform or skin
- Disinfect inner gloves
- Sit in clean chair / area
- Disinfect boots
- Disinfect inner gloves
- Remove inner gloves – DO NOT TOUCH FACE WITH HANDS
- Disinfect hands
- Put on new gloves



- Disinfect gloves
- Remove goggles
- Disinfect gloves
- Remove N95 respirator
- Disinfect gloves
- Tie up and seal bio bag and garbage bag. Dispose of garbage bag.
- Disinfect gloves
- Remove and discard gloves
- Disinfect hands
- Return to the Yamhill Police Department
- Wash hands with warm soapy water for minimum 30 seconds.
- Bathe ASAP
- Disinfect uniform equipment, vest, boots, etc. using RelyOn.
- Clean goggles using cleaning solution and water provided in the sally port.

### **Observer / Assisting Officers**

- Disinfect hands
- Take off Tyvek suit
- Remove outer gloves
- Remove goggles
- Remove surgical mask
- Remove inner gloves

## **Death Investigation possibly associated with COVID-19**

**Purpose:** Best practices associated with responding to death investigations possibly related to a COVID-19.

### **Best Practice**

- In the case of an obvious/confirmed death:
  - Be slow to enter any building/residence/structure
  - Determine a good patient history prior to entering
  - Interviews, contacts, communication should be done outside of the residence/building.
  - Speak with the Medical Examiner when appropriate prior to entering the residence.
  - Consider limiting the number of officers who enter the residence/building.
  - Officers shall wear the following PPE:
    - N95 or appropriate facemasks
    - Tyvek body suit or fluid-resistant gown
    - Eye protection in the form of glasses, goggles, or face shields
    - Double layered latex or nitrile gloves with the inner layer being clean
    - Shoe covers
    - Test PPE equipment in advance to ensure fit.
  - Officers shall remove PPE equipment in accordance with their training and doffing checklist. This will require an assisting officer to help with the removal and decontamination.
- In the case of an emergency medical situation (i.e. CPR) that leads to death.

- Note, when responding to a Code 99 medical situations, consider the circumstances of the call, eta of medical personnel, and if any potential Covid-19 exposure risks are present to responding personnel. Officers should attempt to balance the number of responding units with providing adequate aid and investigative efforts to minimize potential exposure risk of Covid-19.
- When responding to emergency medical related calls, such as CPR related calls, consider staging away from the location to don proper PPE.
- Officers shall utilize PPE in accordance with training and following the related donning and doffing checklist before beginning the death investigation.
- Limit the number of investigating/assisting officers that enter the location.
- Officers should exit the residence/building as soon as lifesaving efforts are completed.
- Work with Medical Examiner and District Attorney's Office to minimize items seized from the scene (safekeeping and evidence).
- Document any exposures to the Chief of Police.

**Fingerprinting the deceased for CCH purposes is suspended.**

The Oregon State Medical Examiner's Office have put together their own protocols for County and Deputy Medical Examiners. The protocols provide medical examiners with additional direction on what evidence to collect and how to keep them safe during death investigations related to COVID-19. They are requesting prioritization of COVID-19 testing.

The protocols listed above could change in the future. This document will be up to date with any changes/recommendations. Refer to the Oregon State Police Medical Examiner's protocols.

## **COVID-19 CLOTH/ SURGICAL MASK RECOMMENDATION**

The Yamhill Police Department is continuously evaluating recommendations from the CDC, Yamhill County Health Department and the Oregon Health Authority. Based on their most recent guidelines, and effective immediately, all Yamhill Police Department employees are strongly encouraged to wear cloth or surgical masks in public areas where physical distancing measures are difficult to maintain. We understand there may be times where it is not practical to don a mask due to unknown circumstances. Coupled with frequent hand washing and physical/ social distancing measures, the deployment of cloth or surgical masks will assist in the prevention of the transmission of COVID-19.

The cloth or surgical masks do not take the place of the N95 masks and should only be worn in general contacts and movement through areas where physical distancing is not practical or possible. This recommendation does not apply to patrol vehicles and does not apply to police facilities where physical distancing is being utilized. Officers responding to calls for service with suspected exposure to COVID-19 shall utilize proper PPE protection. CDC guidelines indicate cloth face masks should be washed routinely depending on frequency of use. A surgical mask should be discarded after daily use. When removing a mask, officers should be careful not to touch their eyes, nose and mouth when removing their face covering and wash their hands immediately after use. Cloth masks when not being worn should be carefully stored separate from other gear and washed routinely.

Currently, we have enough cloth masks to provide one for each officer.

This recommendation has the potential to become a requirement with the addition of additional masks or best practice changes.

Refer to the COVID-19 Temporary Rule OAR 437-001-0744 Appendix A-18 Mandatory Workplace Guidance for Law Enforcement Activities.

Below is a link to the CDC best practices if you have further questions.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>

## **Patrol Service Reduction and Precaution Guideline**

In an effort to reduce exposure and risk related to Covid-19 for Patrol we are limiting discretion with proactive enforcement and contacts. This reduction is not only intended to limit potential exposure to an officer, but also to those they may subsequently come into contact following a previous contact (i.e., citizens, coworkers, and families).

### **Objective**

During the Covid-19 period, the primary objective for officers is to protect life, while reducing exposure and risk to maintain health and safety. Police activities, such as discretionary contacts involving lower level criminal behavior should be minimized, and only addressed with due caution to avoid unnecessary exposure.

Note: This policy will revert back to our normal general operations once this health pandemic has passed or as directed.

### **General Patrols for Officers**

Maintain high visibility and presence during routine patrols to ensure the safety and security of the community. Patrols should be directed to residential, business, and commercial areas.

Whenever possible, consider handling all incidents and investigations by telephone or electronically.

When required, or no other option exists but to go to a location to meet with a citizen for a call for service or investigation, attempt to conduct business outside to lessen exposure risk.

Maintain social distancing protocols on all contacts.

Personal protective equipment should be used during all contacts where exposure potential exists.

Self-initiated minimum contacts are suspended.

### **Traffic Enforcement**

Traffic enforcement shall be limited to criminal traffic offenses (reckless, negligent, DUII, hit and run, etc.) and accident-causing violations (running red lights and stop signs, excessive speed, etc.).

Example of non-essential traffic contact: expired tags, lighting violations, and seatbelt violations.

During necessary traffic enforcement, officers should attempt to maintain social distancing and avoid receiving or handling documents (license, registration, insurance). Officers should consider alternative methods during this process. Asking the driver to show their license or having the person verbalize the pertinent information would be appropriate.

## **Motor Vehicle Crashes**

Officers will be required to respond to and investigate (on scene) motor vehicle crashes that involve injury, death, or to those that have the potential a crime was committed within the city limits of Yamhill. All other less serious crashes should be handled by telephone.

Crashes involving a vehicle blocking the roadway may require an officer response to prevent further hazards. Officers may be able to assist with calling for tows without arriving on scene.

## **Person Contacts / Field Interviews**

Officers shall limit proactive person contacts (field interviews) to incidents where reasonable suspicion (or a greater) exists that a crime has been committed or is about to be committed involving community safety and security. Self-initiated activities that do not pose an immediate threat to the safety of the community should be reduced.

## **Governor Orders**

Covid-19 related orders that are implemented by the Governor to reduce public movement (e.g., Stay Home / Save Lives, business closures, parks closures, gatherings, etc.).

Officer efforts shall be focused on education and warning to gain compliance. Emphasis should be directed toward fostering public health and not criminalizing behavior that would normally be acceptable. Enforcement should be a last resort.

## **Community Policing Contacts Suspended.**

Community Policing contact is temporarily suspended.

## **Medical Assist / Code 99**

Confirm Yamhill Fire District is requesting police assistance when dispatched to medical calls. Consider if law enforcement response is necessary based on the circumstances of the call, eta of medical personnel, and if any potential Covid-19 exposure risks are present to responding personnel. Officers should attempt to balance the number of responding units with providing adequate aid and investigative efforts to minimize potential exposure risk of Covid-19. When it is necessary and reasonable to contact a medical patient, officers shall utilize PPE (N95 mask, goggles/glasses/Tyvek suit) prior to making contact or entering into a location.

## **Police Officer Holds / AMI / Suicidal Calls**

Contact COS and communicate with them by telephone and follow their protocol of recommendation. If a transport is required, contact the hospital in advance for direction on arrival. Consider remaining with the individual in custody at your patrol vehicle until a room is available and potential exposure risk is reduced. Officers should consider using PPE when entering the hospital to reduce potential risk.

## **Detainment / Custody / Arrest**

Physical custody and arrest shall be limited to A and B felonies and any other crimes that require a mandatory arrest (i.e., domestic violence, restraining order violations). Citations in lieu of custody should be used on all other criminal offenses. Refer to the Yamhill County Jail protocol for lodging with all transports to the Yamhill County Jail. Note\* Make sure you are following

the most current updated protocols from the Yamhill County Jail. If you are uncertain, contact a Yamhill County Sergeant for the most current protocol.

## Decontamination

- Contaminated uniforms may be disinfected using the RelyOn spray then washed by officers at home.
- If you have external gear that has been exposed, wiping or spraying external gear with disinfectant or RelyOn spray should be sufficient to kill viruses. Avoid shaking your uniform when removing and laundering it.
- Duty gear and vehicle cleaning supplies are available
- Duty gear should be cleaned prior to reuse using RelyOn cleaning spray, wipe or the above described alcohol solution.
- We have set a bottle of RelyOn for decontamination of your vest carrier, duty gear/equipment.

If you feel you were around someone with a virus and want to use on your gear:

- Put gloves on, using the RelyOn, spray a mist on your gear, in a well-ventilated area, and let it sit for 10 minutes.

Refer to the following links for further information:

Guidelines & guidance for disinfecting <https://www.cdc.gov/infectioncontrol/guidelines/>  
Yamhill County Health Department <https://hhs.co.yamhill.or.us/>  
Oregon Health Authority <https://www.oregon.gov/oha/pages/index.aspx>  
Centers for Disease Control <https://www.cdc.gov/>  
2-1-1 (website, or dial 2-1-1)

Additional Resources:

Statewide Mask, Face Covering, Face Shield Guidance

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

COVID-19: Quarantine vs. Isolation <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID-19-Quarantine-vs-Isolation.pdf>

Fire Marshal Information Bulletin PPE Advisory

<https://www.oregon.gov/osp/Docs/2020-02InformationBulletinPPEAdvisory.pdf>

EMS Healthcare Exposure, Work Exclusion Guidance

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3235A.pdf>

Quarantine Guidance for Fire EMS First Responders

<https://www.oregon.gov/osp/Docs/QuarantineGuidanceforFireandEMSRespondersMarch2020.pdf>

## Yamhill Fire Protection District COVID-19 Procedures and Protocols Updated 11/10/2020

\*\*Note: This information is subject to change.\*\*

### Current Case Numbers for COVID-19 as of 11/10/2020:

Yamhill County has had **1208 positive COVID cases** reported to date (up 150 from 1058 last week). There have so far been 15 deaths. [Here is the link](#) to Yamhill County COVID webpage. [This is the biweekly OHA report](#) on COVID-19 epidemic trends (last updated 10/28). Below is a graph of data taken from the [OHA's Weekly School Metrics Data Report](#).

Due to the increase in positive COVID-19 cases.

Continue to use discretion when stopping for other traffic violations with continued health safety mitigation practices.

Continue to follow social distancing and continue the use of PPE when appropriate to not only protect you but also your family.

Refer to the COVID-19 Temporary Rule OAR 437-001-0744 Appendix A-17 Mandatory Workplace Guidance for Emergency Medical Services, Firefighters, and Non-Medical Transport.

Refer to the following links for further information:

Yamhill County Health Department <https://hhs.co.yamhill.or.us/>

Oregon Health Authority <https://www.oregon.gov/oha/pages/index.aspx>

Centers for Disease Control <https://www.cdc.gov/>

2-1-1 (website, or dial 2-1-1)

### **Attachment A: Coronavirus/COVID-19 Employee Absence Form**

The City of Yamhill prioritizes the health and safety of its employees. We recognize that the current novel Coronavirus, also known as COVID-19, may impact the City of Yamhill locally. Our employees are at the forefront of our concern as we work to adapt quickly to the changing health scene and navigate new business practices in order to continue to serve our citizens to the best of our abilities. It is in times like these that our community may need our services the most.

The City of Yamhill is following the guidance of the Oregon Health Authority, Centers for Disease Control and Yamhill County Public Health Division.

City of Yamhill employees who need to be absent from work due to reasons outlined in the six categories AND are unable to telecommute, please complete and submit this form. If you are able to telecommute, this form is not necessary. Talk with the Chief of Police to make appropriate arrangements.

Once completed and submitted, this form will remain valid for 14 calendar days following its certification and submission. **If an extension for the absence becomes necessary, a new form must be submitted.**

The Payroll Reason Code “COVID-19 Absence” is appropriately used on time sheets only for circumstances listed below. This Payroll Reason Code does not identify that an employee is ill; rather the code is used to track expenses associated with the City’s response to the COVID-19. **Please see Temporary Administrative Policy: Response to COVID-19 for more information.**

***If you must be absent from work for any of the following reasons, please complete this form and submit it to the Chief of Police. Use typed or electronic signatures. Do not print and sign this form.***

Form Instructions:

1. Answer the bolded question below without specifying which of the six categories applies to you. Simply check “Yes” or “No” below.
2. Submit the form via email to the Chief of Police.

3. The Chief of Police will not retain a copy of this form in the personnel file.
4. If you record work hours on a paper time sheet, please note "COVID-19" for related absences.

I am unable to come to work due to one or more of the following reasons:

1. I, or a household member, are under observation, being monitored or have been diagnosed with COVID-19.
2. I, or a household member, fall into one of the categories identified by the CDC as being at high risk for serious complications from COVID-19 and have been advised by a medical professional or public health authority not to come to work.
3. My dependent's school or daycare center has closed due to COVID-19.
4. I rely on other supportive services to care for my dependent (such as medical transportation, in-home care providers, etc.) that are unavailable due to COVID19, which requires me to care for that dependent.
5. Public or alternative transportation is unavailable to me due to COVID-19 and I am unable to travel to and from work, OR
6. The CDC or OHA have deemed it necessary to take advanced steps such as social distancing, quarantines, and possible curtailment of non-essential City functions.

I certify that I am unable to come to work because of one of the six reasons listed above. I understand that this absence authorization expires 14 calendar days after submission.

Yes  No (required to use accruals)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Regular Schedule: \_\_\_\_\_

### **Acknowledgement**

Acknowledgement of receipt and understanding of the Updated Temporary Administrative Policy - COVID-19 Response.

And

Receipt of the OSHA COVID-19 Temporary Standard for all Workplaces

And

A copy of OAR 437-001-0744 Addressing COVID-19 Workplace Risks with recognition of the posting at the Yamhill Fire Protection District.

And

The city COVID OSHA Policy

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Name

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Date

## **Appendix A-17 Mandatory Workplace Guidance for Emergency Medical Services: First Responders, Firefighters, And Non-Emergency Medical Transport:**

### **Application:**

This appendix applies to first responders, firefighters, emergency medical services, and non-emergency medical transport employers. It also provides direction specific to Emergency Communication Centers. To the degree this appendix provides specific guidance, it supersedes the requirements for physical distancing and for the use of masks, face coverings, or face shields of the COVID-19 Temporary Rule (OAR 437-001-0744); to the degree a situation is not addressed by the specific language of this appendix, the requirements of the rule apply.

### **Note:**

In accordance with Oregon Health Authority Statewide Mask, Face Covering, Face Shield Guidance and subsection (3)(b) of the Temporary Rule for COVID-19, it is strongly recommended but not required that individuals wear a mask or face covering as source control instead of a face shield alone.

### **Note:**

Although this appendix is based upon the workplace health portions of Quarantine Guidance for Fire and EMS Responders and Information Bulletin 2020-02 on Personal Protective Equipment Advisory, published by the Office of the Oregon State Fire Marshal, it does not address many other issues included in that document. Employers of first responders, firefighters, EMS, and non-emergency medical transport must therefore be familiar with that guidance as well.

### **Definitions**

**Emergency Communication Centers** means 911 Public Safety Answering Points/Emergency Communication Centers (PSAP/ECCs)

**Emergency Medical Services Provider (EMS Provider)** means a person who has received formal training in prehospital and emergency care and is licensed to attend to any person who is ill or injured or who has a disability. Police officers, fire fighters, funeral home employees and other persons serving in a dual capacity, one of which meets the definition of "emergency medical services provider" are "emergency medical services providers" within the meaning of ORS chapter 682.

**Fire Department** means public and private employers who engage in structural fire service activities, including emergency first response, who are covered under OAR 437-002-0182. A.

**General Operations Screening, Isolation and Quarantine.** In order to reduce the risks of outbreaks within the workplace and the broader community, EMS employers must take the following steps:



1. Instruct employees to self-monitor for symptoms consistent with COVID-19. Temporary Rule Addressing COVID-19 Workplace Risks Oregon Occupational Safety and Health Division Oregon Administrative Rules AO 3-2020 Division 1 Appendix A-17 95 Appendix A-17
2. Screen employees for fever and symptoms prior to each shift, excluding them from the workplace if they have a subjective fever or a measured temperature above 100.0°F or have COVID-19-compatible symptoms as described by Oregon Health Authority.
3. Direct employees who experience such symptoms to withdraw from patient or other public contact and don a face mask.
4. Exclude any employees from the workplace if they test positive via a COVID19 diagnostic test.

**Note:** Quarantine Guidance for Fire and EMS Responders provides detailed information on monitoring, quarantine, isolation, and subsequent return to work. B. General Operations – Emergency Communication Centers. Emergency Communication Centers (ECC) must comply with the provisions of the rule, with the following specific provisions and exceptions: 1. To the degree work stations cannot be separated by at least 6 feet, supplemental measures such as shields or barriers must be considered and installed, if feasible, no later than December 21, 2020; 2. Whether shields or barriers have been installed, ECC communications personnel are not required to wear face coverings while handling emergency calls, but must be allowed to do so at their discretion; 3. PSAPs should implement an EIDS or screen for fever, cough, difficulty breathing, and diarrhea for ALL calls, when feasible, if local triggers determined by the PSAP director have been met. Additionally, PSAPs should ask: ✓ Is anyone in the call location a known or suspected COVID-positive individual undergoing either quarantine or isolation? ✓ Is the call location a long-term care facility known to have COVID-19 cases? 4. The query process should never supersede the provision of pre-arrival instructions to the caller when immediate lifesaving interventions (e.g., CPR) are indicated 5. If the patient meets the above criteria, then PSAPs should: a. Provide medical care per protocol. b. Alert responding agencies of the possibility of a respiratory pathogen as soon as possible. Temporary Rule Addressing COVID-19 Workplace Risks Division 1 AO 3-2020 Oregon Administrative Rules Oregon Occupational Safety and Health Division Appendix A-17 96 Appendix A-17 c. Follow LPHA policies for reporting and follow up of healthcare workers with contact to suspected cases. d. For ill travelers at US international airports or other ports of entry to the United States (maritime ports or border crossings) should be in contact with the CDC quarantine station of jurisdiction for the port of entry CDC Quarantine Station Contact List for planning guidance. 6. If the patient does not meet criteria, discontinue questioning and follow appropriate case entry. 7. If call volumes increase to the point that screening is interfering with the timely processing of calls, consider suspending EIDS screening. C. General Operations – Fire Departments and Ambulance Agencies. Fire Departments and Ambulance Agencies must comply with the provisions of the rule, with the following specific provisions and exceptions: 1. Spacing requirements do not need to be followed on any Agency apparatus when responding to or returning from a call, although respiratory protection must be worn as necessary. 2. To the degree 6-foot distancing cannot be reliably maintained in common living areas in a fire station or ambulance agency facility, the personnel residing there are not required to wear masks, face coverings or face shields (this exception applies only to shared living areas; it does not apply to break rooms, shared toilet facilities, or other common areas used by other employees or individuals other than those residing in the living areas). 3. The driver of an emergency response vehicle may adjust or remove a mask or face covering that impedes their vision or distracts from the safe operation of the vehicle. D. Personal Protective Equipment, Masks, Face Coverings, Face Shields. EMS providers must apply the following procedures when engaged in emergency medical services or other patient care on all calls. 1. All patients are initially assessed from a distance of 6 feet to reduce potential for exposure of workers to COVID-19 or other infectious illness. There will be situations in which this option will be automatically excluded by the acuity of the call; Temporary Rule Addressing COVID-19 Workplace Risks Oregon Occupational Safety and Health Division Oregon Administrative Rules AO 3-2020 Division 1 Appendix A-17 97 Appendix A-17 2. Patients and family members must be asked to

wear their own mask, face covering, or face shield (if tolerated) prior to the arrival of EMS personnel and throughout the duration of the encounter, including during transport. If they do not have a mask or face covering, they should be offered a mask or face covering, as supplies allow. Bystanders and family will be asked to maintain the minimum of 6-foot physical separation from EMS workers; 3. Masks or face coverings should not be placed on: children under the age of 2 years old, anyone who has trouble breathing, or anyone who is unconscious, incapacitated or otherwise unable to remove the mask or face covering without assistance; 4. When circumstances permit, only one provider will directly assess the patient; 5. If circumstances allow, interview the patient outside the residence in open air; 6. The minimal expected amount of equipment will be brought to the patient's side, however, SP02 is required; 7. The interview should be done from the maximal distance that still allows for clear communication; 8. Avoid standing directly in front of the patient; 9. If a nasal cannula is used, a mask should (ideally) be worn over the cannula. Alternatively, an oxygen mask can be used if clinically indicated. If the patient requires intubation, see below for additional precautions for aerosol-generating procedures; 10. Masks or respirators must be worn by EMS providers while they are engaged in emergency medical services or other patient care. Face coverings must not be used as a substitute for a mask or respirator when respiratory protection (droplet precautions for a mask, airborne precautions for a respirator) is required; 11. During direct patient care in the EMS setting, use of respirators without exhalation valves is preferred but not required. Respirators with exhalation valves must not be used except in combination with appropriate source control, as they allow unfiltered exhaled breath to escape; and 12. When dealing with an individual known or suspected of being infected with COVID-19, EMS providers must wear a NIOSH-approved N95 or equivalent or a higher-level respirator, a gown, gloves, and eye protection (face shield or goggles). Temporary Rule Addressing COVID-19 Workplace Risks Division 1 AO 3-2020 Oregon Administrative Rules Oregon Occupational Safety and Health Division Appendix A-17 98 Appendix A-17 E. Special Provisions for the Transport of Patients (Emergency and NonEmergency) with Suspected or Confirmed COVID-19. For any patient meeting any of following criteria: • Symptoms of lower respiratory infection, such as fever, cough, or shortness of breath, • Recent contact with someone with known COVID-19; or • Call location is a long-term care facility known to have COVID-19 cases. EMS providers must apply the following procedures when engaging in transporting, whether emergency or non-emergency: 1. Involve the fewest EMS personnel required to minimize possible exposures; others riding in the ambulance must be limited to those essential for the patient's physical or emotional well-being or care (for example, care partner or parent.). 2. Ensure that the patient is masked. The patient mask must not have an exhalation valve, as it would allow unfiltered, exhaled breath to escape. 3. Provide medical care per protocol. 4. Ensure that personnel use contact, droplet, and airborne precautions, as follows: a. Wear a single pair of disposable patient examination gloves b. Wear disposable isolation gown. If there are shortages of gowns, they should be prioritized for aerosol-generating procedures, and care activities where splashes and sprays are anticipated. c. Use respiratory protection (an N-95 or higher-level respirator). If respirator supplies have been depleted, facemasks are an acceptable alternative. Respirators should be prioritized for procedures that are likely to generate respiratory aerosols. d. Wear eye protection (goggles or a disposable face shield that fully covers the front and sides of the face). 5. Use caution with aerosol-generating procedures and ventilate ambulance if possible. 6. Notify the receiving hospital (according to local protocols) of potential infection as soon as possible. 7. Disinfect using EPA registered Disinfectants for Use Against SARS-CoV-2. Temporary Rule Addressing COVID-19 Workplace Risks Oregon Occupational Safety and Health Division Oregon Administrative Rules AO 3-2020 Division 1 Appendix A-17 99 Appendix A-17 8. Drivers, if they provide direct patient care (for example, moving patients onto stretchers), must wear the PPE listed above. a. After completing patient care and before entering an isolated driver's compartment, the driver must remove and dispose of PPE and perform hand hygiene to avoid soiling the compartment. b. If the transport vehicle does not have an isolated driver's compartment, the driver must remove the face shield or goggles, gown, and gloves and perform hand hygiene, but continue to wear a respirator, mask, or face covering during transport. Patients who do not meet the criteria listed above can be cared for using standard precautions, with use of transmission-based precautions determined by clinical presentation. Additional Resources: Oregon Health Authority Signs You Can Post Oregon Health Authority Statewide Mask, Face Covering, and Face Shield Guidance United States Centers for Disease Control and

Prevention Flyer on Quarantine and Isolation COVID-19 Strategies for Emergency Medical Services  
Surge Fire Marshal Information Bulletin 2020-02 Personal Protective Equipment Advisory Oregon  
Health Authority Oregon EMS Directors and Medical Directors, EMS Healthcare Exposure, Work  
Exclusion Guidance Oregon Fire Marshall Quarantine Guidance for Fire and EMS Responders