



# COVID-19 ADDENDUM 3

## EMPLOYEE EXPOSURE REPORTING

March 28, 2020 (this supersedes the March 26, 2020 version of Addendum 3)

### **RESOURCES:**

This document was developed in collaboration between the Illinois Association of Chiefs of Police, the Illinois State Police, Cook County Sheriff's Department, and state medical personnel.

### **CONSIDERATIONS FOR ESTABLISHING POLICY:**

The following considerations for policy are offered.

- **Written Policy**--Agencies should work with their municipal or county health authorities and their legal counsel to establish a written policy for exposure reporting.
- **Training**- Agencies should ensure that personnel are trained with respect to the requirements and process for exposure reporting.
- **COVID-19 Related Policy Considerations**-The following are aspects of policy an agency might consider:
  - **Written Exposure Reporting**--Requiring an employees to file written report (possibly a form report) of known or suspected exposure to COVID-19 as soon as practicable after suspected exposure (at the end of shift or at the beginning of the next shift after possible exposure is realized).
  - **Reporting Content Requirements**--Where an employee submits a report of possible COVID-19 exposure a shift supervisor should ensure the following questions are addressed in the report:
    - When and where do you believe you the possible exposure to COVID-19 occurred?
    - What were the circumstances of the possible exposure?
    - If on duty, was it in response to a Call for Service documented public contact? If so, list case or report number associated with the call or contact and include a copy of the case or incident.
    - The level of PPE worn at the time of the possible exposure?
    - What was the duration of the possible exposure?
    - If the exposure was person to person, was the individual symptomatic? What symptoms were displayed?
    - If your exposure was person to person, what was your proximity to the individual?
    - Are you symptomatic? These symptoms may appear 2 to 14 days after exposure: fever, cough, shortness of breath, sore throat, fatigue or headache.
    - If you are symptomatic: since the possible exposure, which other department employees were you in close contact with, spending more than 10 minutes at 6 feet or less?

- If you are symptomatic: since the possible exposure which rooms in the facility did you spend extended time in (10 minutes or more) and what vehicles were you in?
- **Command Review**--All exposure reports should be submitted to the Chief of Police through the chain of command.

**DISCLAIMER:** This document, **DOES NOT CONSTITUTE MEDICAL AND/OR LEGAL ADVICE.** This document is offered solely for the use and consideration of ILACP Members. ILACP Members and their agencies are expressly advised to consult their local health authorities and legal counsel for medical and legal advice in preparing appropriate policies.