

# South Carolina Department of Public Safety



## Viral Pathogen Plan

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## Introduction

It is the South Carolina Department of Public Safety's (SCDPS or department) indispensable duty as a law enforcement agency to provide a safe environment for South Carolina citizens and the motoring public traveling upon South Carolina roadways. The information established in this document provides law enforcement officers reasonable instruction for carrying out their daily duties. This guide is not expected to and cannot address every possible scenario but will provide general guidance and protective measures to maintain an appropriate enforcement posture in response to viral pathogen diseases.

While the potential exists for law enforcement personnel to experience medium and high risk incidents (as it pertains to viral infections and defined herein), the South Carolina Department of Health and Environmental Control (SCDHEC) and the Centers for Disease Control (CDC) categorize the risk potential for law enforcement officers performing regular duties as low risk. SCDPS continues to take the necessary precautions to preserve the health and wellness of its law enforcement officers whose job duties involve contact with the general public and preserve the health and wellness of those with whom the officers come into contact.

## General Overview of COVID-19

Individuals infected with COVID-19 have reported experiencing mild to severe respiratory symptoms.

- Symptoms may appear in as few as two (2) days or as long as fourteen (14) days after exposure to the virus that causes COVID-19.
- COVID-19 is thought to spread mainly from person-to-person via respiratory droplets among close contacts. Respiratory droplets are produced when an infected person coughs or sneezes and can land in the mouths or noses, or possibly be inhaled into the lungs, of people who are nearby. Close contact may include:
  - Being within approximately six (6) feet of an individual infected with COVID-19 for a prolonged period of time (greater than 10 minutes).
  - Having direct contact with body fluids (such as blood, phlegm, and respiratory droplets) from an individual with COVID-19.

## Exposure Risk Potential

**No Identifiable Risk** – This category refers to employees continuing to be asymptomatic (no symptoms) with no identifiable contact or very minimal exposure to a carrier of COVID-19.

**Low Risk** – This category refers to brief interaction with subjects who are carriers of COVID-19 where social distancing (at least 6 feet of separation) occurred and employees have not made physical contact with items possessed by the carrier. *Low risk exposure shall encompass instances where employees have brief interaction with persons who have had contact with known COVID-19 carriers (third party or greater contact).*

**Medium Risk** – This category refers to employees who have had prolonged (longer than 15 minutes) proximate contact with a person who has been infected with COVID-19 (e.g., interactions with symptomatic individuals who are within social distance [at least 6 feet of separation] of the employee and the infected individual has sneezed or coughed).

**High Risk** – This category refers to employees in close proximity (e.g., arrest situations) to an individual who is symptomatic or who is confirmed to be infected with COVID-19.

## **Self-Monitoring**

In order to minimize the risk to the public, employees, and their families, the South Carolina Department of Public Safety (SCDPS) asks that all employees actively self-monitor for the symptoms of COVID-19 which may include:

1. Sustained fever greater than 100.4°
2. Chills
3. New unexplained dry cough (not to include known seasonal allergies)
4. Difficulty breathing/shortness of breath (in serious cases - seek immediate medical attention)
5. Unexplained fatigue
6. Muscle or body aches
7. Headache
8. New loss of taste or smell
9. Sore throat
10. Gastrointestinal issues such as upset stomach or diarrhea
11. Nausea or vomiting

## **Enforcement Priorities**

**SCDPS law enforcement officers shall consider divisional enforcement priorities and conduct appropriate proactive enforcement activities to protect the general welfare of the public.**

## **Protective Measures**

### Traffic Enforcement

While engaged in traffic enforcement, troopers/officers shall:

- Wear the appropriate Personal Protective Equipment (PPE) during all interactions with the public, regardless of exposure risk as it is classified within this document.
- Maintain a tactical advantage when approaching a stopped vehicle while creating an acceptable social distance to conduct the business at hand.
- Maintain a distance of at least six (6) feet from others, if possible.
- Consider avoiding touching documents an individual/citizen would normally provide to a law enforcement officer such as a driver's license, registration, insurance information, etc. Officers/troopers shall request the individual to display and/or read aloud all information necessary for documentation purposes (officers should utilize the Telecommunications Centers, the Computer Aided Dispatch (CAD), or SCDMV online to obtain information necessary to complete forms).
- Attempt to stay upwind during encounters with suspects or civilians.
- Consider the nature of the violation and alternatives to custodial arrest. If the contact can be handled with a courtesy summons or warrant at a later time, troopers/officers shall gather all pertinent information to perform this task when conditions permit.

- In situations where custodial arrest is warranted and circumstances allow, officers/troopers shall utilize appropriate PPE such as gloves, masks and eye protection to affect the arrest.
- In situations where a custodial arrest has been performed and the detention center or hospital will not grant admittance, guidance shall be sought, through the appropriate chain of command, from the local solicitor's office for available alternatives.
- If it is determined the person taken into custody is in need of medical care for COVID-19, the trooper/officer shall contact his/her immediate supervisor and coordinate transport with the appropriate emergency medical service.
- During the intake process at a detention facility, the trooper/officer shall continue to socially distance himself/herself and the violator from other individuals in the facility.

### Traffic Incident Management

When engaged in collision investigation, troopers/officers shall:

- Anticipate the possibility of contaminated surfaces, blood, and other bodily fluids within vehicles and utilize PPE such as gloves, masks and eye protection to:
  - Retrieve items from a vehicle,
  - Manage evidence, or
  - Conduct proper searches/inventories to include searches of deceased victims.
- Attempt to stay upwind during encounters with suspects or civilians.

### **Backup Officer/Primary Officer Responsibilities**

Troopers/Officers reporting to an incident in a backup capacity shall be mindful of secondary contamination and avoid direct contact with subjects/suspects involved in the incident. The backup officer shall perform duties related to traffic incident management, officer safety, and/or scene mitigation. Should immediate intervention be necessary, the backup officer shall provide affirmative assistance to the primary officer in affecting an arrest, subduing a combative subject, etc., but shall otherwise maintain an appropriate distance to avoid exposure. Due to the potential exposure established by the primary officer's contact, he/she shall be responsible for completing person and/or vehicle searches incident to arrest and vehicle inventories.

### **Continuous Countermeasures**

Employees shall continuously practice the following countermeasures:

- Practice proper hand hygiene.
  - Use disposable gloves when making contacts with citizens, as necessary.
  - Wash hands with soap and water for at least twenty (20) seconds.
  - If soap and water are not readily available an alcohol-based hand sanitizer with at least 60% alcohol may be used.
  - Employees shall NOT touch their faces with unwashed hands.
- Avoid shaking hands and any otherwise unnecessary physical contact with the public.

- Utilize issued PPE in situations that require close contact. If an employee anticipates a medium-risk or high-risk exposure situation, he/she shall utilize the appropriate PPE.
- Offer trained Emergency Medical Service/Emergency Medical Technician (EMS/EMT) assistance upon encountering an individual suspected to be infected with COVID-19.
- Ensure their vehicles are fueled prior to end of their shifts to maintain a state of operational readiness.
- Ensure their vehicles and contents are cleaned/sanitized as frequently as necessary. Any bodily fluid spills that occur in a departmental vehicle shall be thoroughly cleaned, using gloves, with soapy water and then wiped or sprayed with a disinfectant solution of 1-part bleach to 10-parts water solution.
- Ensure equipment is disinfected after contact with individuals confirmed or suspected to be infected with COVID-19 (e.g., cleaning/wiping the duty belt and its attached items, disinfecting hard surfaces within the patrol vehicle by utilizing disinfectant spray, hand wipes, or warm soapy water).
- *Prior to traveling outside of the continental United States, SCDPS personnel shall discuss travel plans with their supervisor and the potential need for testing and/or quarantine upon their return. Upon learning of the travel plans, supervisors shall coordinate with the Office of Human Resources to determine return to work protocols.*

### **Law Enforcement Canine Exposure**

If a police canine has been exposed to a person or setting with COVID-19 and develops a new illness, the canine officer shall notify his/her chain of command, isolate the canine from other animals, and contact the appropriate veterinary clinic.

### **Contaminated Uniforms**

Law enforcement uniforms and/or parts of the uniform which become contaminated or are potentially contaminated shall be treated as such. Officers shall wear gloves when removing any or all uniform parts so as to avoid contamination of other areas of the body and/or uniform. Do not shake the clothing out. Contaminated laundry shall be handled as infrequently as possible and only by employees who are wearing the appropriate PPE. The contaminated clothing shall be disposed of in appropriately-labeled, leak proof bags or biohazard containers. The bags of clothing shall be treated as evidentiary items and submitted to the appropriate evidence storage area for proper disposal. Requests for replacement uniforms or uniform parts shall be submitted, through the appropriate chain of command, to Patrol Supply.

### **Potential Exposures to COVID-19**

The Center for Disease Control (CDC) has published interim guidance which classifies the following employees as critical infrastructure workers: Law Enforcement Officers, Telecommunications personnel, Janitorial Staff, HAZMAT Responders, Information Technology Employees, Government Facilities Workers, or any employee identified as such by the department. To ensure continuity of operations of essential functions, the CDC advises that critical infrastructure workers may be permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

## **Exposures to COVID-19 without a Positive Test**

Low-risk exposures do not require self-quarantine but the exposed employee shall notify his/her supervisor and use the Symptom Monitoring Tracker to record his/her temperature and presence of any symptoms twice daily for fourteen (14) days. If an employee experiences a medium-risk or high-risk exposure incident, he/she shall contact his/her supervisor immediately or when it is safe to do so.

### ***Medium-Risk or High-Risk Exposures***

#### ***General***

*If an employee reports a fever, the supervisor shall advise the employee not to report for work. If an employee becomes sick at any point during the day, he/she shall be sent home immediately. The employee or his/her supervisor shall compile a list of all individuals who had contact with the employee when his/her symptoms began and anyone who had contact with the employee two (2) days before the symptoms began. Anyone who was within six (6) feet of the employee should be considered exposed. This list shall be provided to the Office of Human Resources who shall take the appropriate steps to contact the identified employees.*

#### ***Quarantines***

*Unless otherwise instructed by a medical professional or SCDHEC, the following quarantine guidelines shall apply during times when the department is not experiencing critical infrastructure staffing shortages for any employees who have experienced a medium risk or high risk exposure in which the employee remains asymptomatic:*

- Quarantine may end after Day 7 after last exposure to the case if the employee has a negative polymerase chain (PCR) or antigen test result collected no sooner than day five (5) after exposure, and the additional criteria below are met. If the employee's result is returned earlier than Day 7, he/she must continue to quarantine and monitor for symptoms until completing Day 7. A PCR-based test is the preferred option due to the reduced sensitivity of antigen testing in asymptomatic individuals.*
- Quarantine may end after Day 10 after last exposure to the case if the employee has no symptoms reported throughout the quarantine period and the additional criteria below are met. These criteria may be used to end quarantine without testing.*

*Additional Criteria that must be met to discontinue quarantine after Day 7 or Day 10:*

- No clinical evidence of COVID-19 has been elicited by daily symptom monitoring during the entirety of quarantine up to the time at which quarantine is discontinued; and*
- Daily symptom monitoring continues through Day 14; and*
- Employees are counseled regarding the need to adhere strictly through Day 14 to all recommended strategies to mitigate spread (social distancing, hand hygiene, and mask wearing). If the employee develops any symptoms, he/she should immediately self-isolate and contact his/her healthcare provider for additional testing.*

***Medium-Risk or High-Risk Exposures***  
***(Critical Infrastructure Staffing Shortages)***

*If the department determines that a critical infrastructure staffing shortage exists, the following guidelines shall apply for employees in the division where the shortage exists who have experienced a medium risk or high risk exposure. Unless otherwise instructed by a medical professional or SCDHEC, the exposed employee who remains asymptomatic shall continue to report for duty as regularly scheduled. However, he/she must wear a facemask at all times for fourteen (14) days after his/her exposure and practice social distancing as often as practicably possible. The employee should clean and disinfect personal workspaces (car and/or office) and equipment routinely. The exposed, but asymptomatic, employee shall monitor his/her temperature and/or symptoms using the COVID-19 Exposure Questionnaire prior to reporting for duty and report any fever to his/her supervisor.*

**Documentation**

**If the exposure (low, medium, or high risk) was work-related,** the employee or his/her supervisor shall complete the Internal Report of Injury Incident Report, the Worker's Compensation Option Form (both forms are located on the DPS Forms Page), and the COVID-19 Exposure Questionnaire and forward the completed forms to the Office of Human Resources (OHR) within twenty-four (24) hours of exposure. The employee's supervisor shall then notify the Compendium Group of the exposure.

**If the exposure (low, medium, or high risk) was not work-related,** the employee shall complete the COVID-19 Exposure Questionnaire and forward the completed form to OHR within twenty-four (24) hours of exposure.

Employees in self-quarantine statuses shall regularly provide updates to their supervisors regarding their condition. Any employee in self-quarantine status should use the COVID-19 Exposure Questionnaire to record his/her temperature and the presence of any symptoms twice daily for fourteen (14) days. Self-quarantine and/or monitoring shall continue for as long as recommended by a medical professional.

**Positive Tests**

Any employee who tests positive for COVID-19 and is displaying symptoms shall notify his/her supervisor and self-quarantine. The supervisor/employee shall report the positive test result to OHR within twenty-four (24) hours of notification. The employee may return to work once he/she meets the following criteria:

1. At least ten (10) days have passed since symptoms began. If symptoms persist beyond ten (10) days, the employee may not report for duty until twenty-four (24) hours after symptoms have ceased, AND
2. He/she is free of fever (100.4° F [38° C]) or greater using an oral thermometer for three (3) days without the use of fever-reducing medicines (such as Tylenol or Advil).
3. ***Other symptoms have improved.***

Any employee who tests positive but remains asymptomatic shall notify his/her supervisor, telecommute (if possible), and self-quarantine until ten (10) days after his/her test specimen was collected.



## **Non-Contact Infrared Thermometers**

The department-issued Non-Contact Infrared Thermometers operate by measuring the energy emitted by humans. The thermometer does not emit radiation and is harmless. Each thermometer default is set to “body mode” with an alarm threshold default value of 100.4° F (38° C).

If a positive test within a division or area is confirmed, OHR will consult with the appropriate Command Staff member, Executive Staff member, Division Commander, or designee to develop a temperature monitoring plan. If an employee’s temperature reads at 100.4° F or greater upon reporting for duty, entry into the building shall be denied and precautionary measures shall be taken in accordance with this Viral Pathogen Plan.

The manufacturer’s operating instructions and safety precautions are included in the thermometer packaging. Personnel tasked with conducting temperature checks must be aware of these operating instructions and safety precautions prior to using the thermometer.

Personnel should practice/remain aware of the following:

- Measure temperatures indoors
- Before measuring
  - Push hair aside, away from forehead
  - Wipe away any sweat for best measurement
  - For best temperature measurement, scan 3-5 cm away from forehead
    - Pause 15 seconds between temperature readings
- “Lo” may display on the thermometer due to the following circumstances:
  - After a cold compress has been applied
  - After taking certain medications
  - After bathing
  - If the body is perspiring
  - A change in weather surroundings
  - The body is in a cool climate such as an air conditioned space
- “Hi” may display on the thermometer due to the following circumstances:
  - Body temperature is above 109.4°F
  - The room temperature is above 104°F



## COVID-19 EXPOSURE QUESTIONNAIRE

**Employee Name** \_\_\_\_\_

**Organizational Unit** \_\_\_\_\_ **Date of Supervisory Notification** \_\_\_\_\_

**Date of First Symptom** \_\_\_\_\_ **Date of Exposure\*** \_\_\_\_\_

**Job Type:** ☐ Law Enforcement ☐ Telecommunications Operator ☐ Civilian

1. Have you notified the Office of Human Resources? ☐ Yes ☐ No
2. Is the exposure\* work-related? ☐ Yes ☐ No
3. Have you exposed\* others at work? ☐ Yes ☐ No

\*Exposure - Determine who worked within 6 feet of the affected employee for more than fifteen (15) minutes within 48 hours of exposure or first symptoms. You must disclose all individuals in the workplace which you may have exposed below: While we cannot share the affected employee's name, the employer is required to notify employees who may have risk of exposure.

### List Potential Co-Workers Exposed & Date of Potential Exposure:

NAME OF EMPLOYEE	DATE EXPOSED	NAME OF EMPLOYEE	DATE EXPOSED

## MONITORING FOR COVID-19

**Instructions:** Persons who are being monitored for symptoms of novel coronavirus must take their temperatures twice daily, once in the morning and once in the evening, and report any symptoms they are experiencing. For each day, document the morning and evening temperature and place an X in the box next to each symptom that the person is experiencing. If the person is experiencing a symptom that is not listed, it can be written into the row labeled as 'Other' for the corresponding date and time. If the person is not experiencing any symptoms, place an X in the box labeled "No symptoms." If the person reports a fever or any of the symptoms listed, call your healthcare provider.

	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7	
Date														
Check Time														
AM / PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Temp (°F)														
Fever?														
Cough?														
Shortness of Breath?														
Other (Specify)														
No Symptoms?	None		None		None		None		None		None		None	

	Day 8		Day 9		Day 10		Day 11		Day 12		Day 13		Day 14	
Date														
Check Time														
AM / PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Temp (°F)														
Fever?														
Cough?														
Shortness of Breath?														
Other (Specify)														
No Symptoms?	None		None		None		None		None		None		None	

### ACKNOWLEDGEMENT

By my signature, I acknowledge that the aforementioned monitoring worksheet is accurate to the best of my ability and that I have taken every precaution, by my personal actions, to attempt to prevent the spread of this illness. Further I signify that I have either quarantined for 10-days (the last three of which without fever) and with improving symptoms AND/OR that I have tested negative and have been consulted by my health care practitioner before my return to work.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_