



HR EXPERTISE (HR KNOWLEDGE)

TRAINING

HUMAN
RESOURCES

POTENTIAL



Risk Management Medical Liaison Unit

Supervisor's Training 2022

Risk Management



- **Workers' Compensation**
- **COVID - 19**



- **Reasonable Suspicion**
- **Fitness for Duty**
- **Medical Evaluations**
- **Funeral Guidelines**
- **Officer Involved Shooting Procedure**



- **Ergonomic Evaluations**
- **Cal/OSHA Compliance**
- **Safety Programs**
 - **Field Safety Officers (FSO)**



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Workers' Compensation

County of San Diego, DHR

❖ Risk Management (RM)

Workers' Compensation Unit (WCU)
5530 Overland Avenue, Suite 210
San Diego, CA 92123

SD Sheriff's Department

❖ Risk Management/Medical Liaison Unit

9621 Ridgeway Court, 3rd Floor
San Diego, CA 92123
Main line: (858) 974-2032
Liaison.Medical@sdsheriff.org

Work Related Injuries or Illnesses

Benefits Include:

- Medical Treatment
- Mileage Reimbursement
- Compensation for Lost Time
- Permanent Disability
- Death Benefits

Eligibility:

- Paid Employees
- Volunteers



Work-Related Injuries

- **Specific Injury**
- **Cumulative or Repetitive Trauma**



The form should be utilized and included when reporting work related injuries. This is designed to ensure all appropriate forms are completed.

3

FULL WORK COMP CLAIM

Injured employee is seeking **MEDICAL TREATMENT** and/or **LOST TIME** from work.

- MLU-4 Report of Occupational Injury
- RM-3 Supervisor Investigation
- DWC-1 Employee's Claim for Workers' Comp. Benefits
- MLU-6 Proof of Service Form
- MLU-7 Medical Authorization for Release of Information Service
- MLU-8 Non-medical Authorization for Release of Information Service
- MLU-1 Medical Disability Status Report
- MISC-1 Sharps Injury Log (OSHA) *

*To be completed if a "sharps object" was involved and kept on file in the "SHARPS LOG".

1

DOCUMENT ONLY

Employee wants to **DOCUMENT** an injury, no lost time or medical treatment involved.

- MLU-4 Report of Occupational Injury
- RM-3 Supervisor Investigation

2

EXPOSURE

Employee has no injury or illness and wants to seek **preventative care** due to an **EXPOSURE** (Example: blood borne pathogens or a TB exposure)

- MLU-4 Report of Occupational Injury
- RM-3 Supervisor Investigation

Medical Providers

- **Concentra**



- **Kaiser Permanente On-The-Job or KPOJ**



- **Pre-designated Physician Form**

Work Status Reports

Full Duty (FD)

- Employee is able to perform all job duties

Temporary Limited Duty (LD)

- Work Restrictions
- Reasonable Accommodation
- Release Time for Light Duty Appointments
 - Kronos Timekeeping - Reason Code 803

Temporary Totally Disabled (TTD)

- Injury Leave – Non-Sworn / 4850-Sworn
- Use employee balances

Permanent & Stationary (P&S)

- Injury leave not approved; use up remaining 4850

Supervisor's Role

❖ Obtain correct & complete WC Forms

- Supervisor's Accident Investigation Report – RM3
- Report of Occupational Injury – MLU4
- Workers' Compensation Claim Form – DWC1

❖ Notify MLU and Submit Forms

- Send Forms via email to MLU @
Liaison.Medical@sdsheriff.org

❖ Determine medical treatment

❖ Corrective Measures?

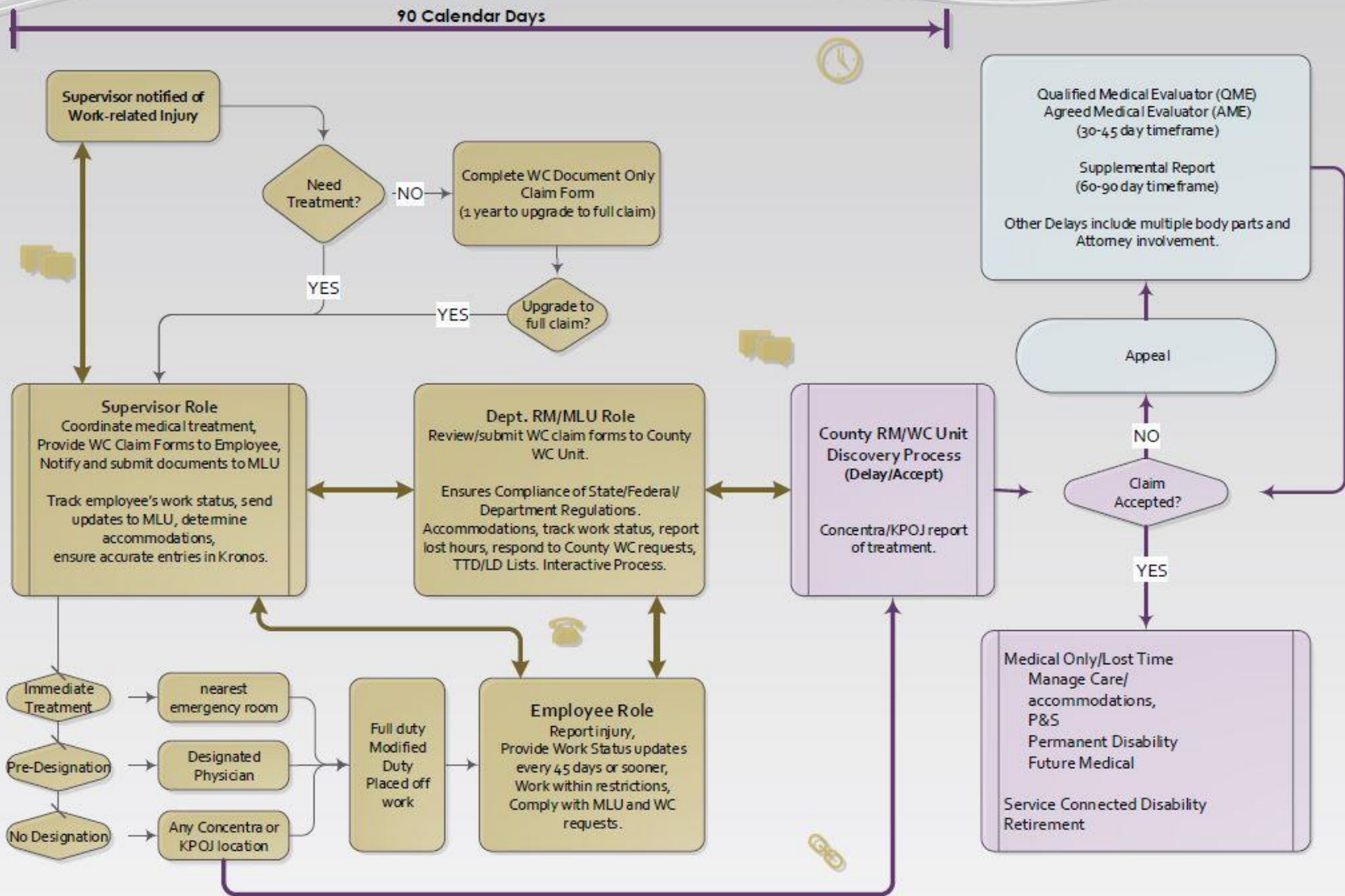


Supervisor's Role (con't)

- ❖ Communicate with your employee & MLU
- ❖ Get updated work status notes & forward to MLU
- ❖ Determine reasonable accommodations if necessary
- ❖ Cooperate with WC investigation
- ❖ Make sure timecards are correct



Risk Management (RM)/Medical Liaison Unit (MLU) and County Workers' Compensation (WC) Claims Process



If fraud or abuse is suspected, contact MLU



**Commit Workers'
Comp Fraud,
Get A New Outfit.**

DON'T DO IT. DON'T TOLERATE IT. REPORT IT:

(800) 315-7672

Employees faking injuries or employers illegally denying claims are examples of workers' comp fraud.

This is a felony punishable by up to five years in prison and a \$150,000 fine.



San Diego County District Attorney



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COVID-19

COVID-19

IMPORTANT:

Supervisors/Managers must review the COVID guidelines to determine when employees can safely return to work.



RISK MANAGEMENT &
MEDICAL LIAISON UNIT

COVID-19: WHEN MUST I STAY HOME?

YOU MUST STAY HOME IF: General Personnel Only

(Healthcare Professionals & Non-Healthcare Personnel in High Risk Congregate Settings - Please see specific COVID Healthcare Guidelines)

You are experiencing symptoms of COVID-19

Please do not come to work if you are experiencing any COVID-19 symptoms!

• Any of the following non-chronic symptoms:

- Fever or chills
- Cough
- Difficulty breathing
- Fatigue
- Body aches
- Congestion
- Headache
- Sore throat
- No loss of taste or smell

More info:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

You have a confirmed case of COVID-19

- Regardless of vaccination status, with or without symptoms, if you have a laboratory confirmed case of COVID-19, you must stay home and isolate for at least 5 days. **BEFORE RETURNING:**
 - Employee must be in isolation for 5 days, 24 hours with no fever without medication with resolving or no symptoms, and test negative on day 5 or after (antigen test preferred).
- Employee must wear a well-fitting mask for a total of 10 days when around other people.
- If unable to test or choosing not to test, should continue to isolate for 10 days, have no fever, and have resolving or no symptoms.

You live with and/or in close contact* with someone who has COVID-19

- Regardless of vaccination status and having no symptoms, you can continue to work if you were in close contact with someone who has COVID-19 at home. **MUST DO THE FOLLOWING:**
 - Get a COVID test on either day 3, 4, or 5. You only need to test once. A rapid test must be viewed by a supervisor to witness (laboratory PCR test preferred).
 - Wear a well-fitting mask (N95 or surgical) around others for total of 10 days.
 - Follow your facility specific masking requirements
- If no symptoms, the above exclusions can end after day 10.
- If symptoms develop, stay home and wait for test results.
- If test is positive, follow isolation guidelines above.

You were in close contact* with someone who has COVID-19 at work

- Regardless of vaccination status and having no symptoms, you can continue to work if you were in close contact with someone who has COVID-19 at work. **MUST DO THE FOLLOWING:**
 - Get a COVID test on either day 3, 4, or 5. You only need to test once.
 - Get a COVID laboratory PCR test.
 - Wear a well-fitting mask (N95 or surgical) around others for total of 10 days.
 - Follow your facility specific masking requirements
- If no symptoms, the above exclusions can end after day 10.
- If symptoms develop, stay home and wait for test results.
- If test is positive, follow isolation guidelines above.

* Close contact is defined by CDPH as: Someone sharing indoor space, spent 15 minutes or more within a 24-hour period 6 feet of an individual with COVID-19 during their infectious period. Infectious period starts 2 days before illness onset or for asymptomatic patients, 2 days prior to test specimen collection until the time the patient is isolated.*

California COVID-19 Vaccines Booster Recommendations: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/booster-shot.html>

For specific situations not listed, please contact the MLU:

MLU Main Office Line: (858) 974-2032

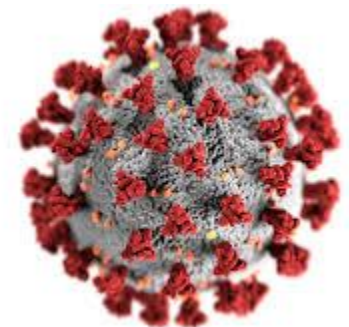
MLU Main Inbox: Liaison.medical@sdsheriff.org

MLU COVID Communications Inbox: MLUCOVID2020.Communications@sdsheriff.org

MLU Intranet website: [Click here](#)

COVID-19

- Check “COVID Resources” link on Sheriff’s home page for updates and forms
- MLUCOVID2020.Communications@sdsheriff.gov
 - Questions about COVID
 - Report COVID positives & quarantines
 - Report return to work dates
 - Submit Contact Investigations/Tracing Reports
- Call us at (858)974-2032



COVID-19

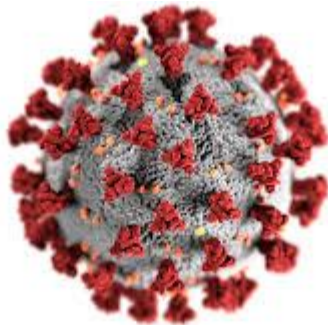
If you tested
COVID POSITIVE

SAVE TIME

**COMPLETE THE INTAKE FORM
FROM YOUR CELL PHONE**

Go to: <http://sdsd.so/covid-intake>

OR



COVID Contact Investigations – Part 1 of 2

XX Contact Investigation Timeline as of August 5, 2021

August 2, 2021- Monday

- Worked at XX- (no symptoms)
- Attended Monday Meeting with whole team
- Stayed in the second floor office for most of the day
- Worked from 0900-1830

August 3, 2021- Tuesday

- Did not come into work
- Woke up with stuffy nose and dry throat
- Got COVID test

August 4, 2021- Wednesday

- Stayed home and did not come into work
- Received notification at 8:07 PM that he was POSITIVE for COVID

August 5, 2021- Thursday

- Stayed home and did not come into work

- Contact Investigation completed

CONTACTS

- Lieutenant XXXX notified the following:
 - Facility/Workstations/work space was cleaned and disinfected
 - Advised staff to follow the safety prevention precautions
 - Stay home if sick
 - XXX- Notified due to attending meeting with XX and having a conversation at the food truck. She had the most contact with XX. XX also showing symptoms, took COVID test, and waiting for results. Stayed home Tuesday-Thursday.
 - XXX- Notified due to attending meeting with XX. No symptoms as of Thursday.
 - XXX- Notified due to attending meeting with XX. No symptoms as of Thursday.
 - XXX- Notified due to attending meeting with XX. XX also showing symptoms. Stayed home on Thursday.
-

2022 Supplemental Paid Sick Leave (SPSL)

Available from 1/1/2022 to 9/30/2022

Employees can request for up to 80 hours of SPSL if they are off for a COVID-related reason.

1. Up to 40 hours can be requested for:
 - a. Vaccine-related
 - b. Caring for yourself (or family member) with symptoms
 - c. Caring for a child if school or daycare is unavailable due to COVID and employee is unable to telework
 - d. Been told to quarantine/isolate in accordance with Fed/State/Cal-OSHA/Public Health
2. Another 40 hours can be requested if employee tested positive for COVID or taking care of COVID positive family member.



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Risk Management

Risk Management

- **Sworn Qualification Periods**
- **Officer Involved Shooting (OIS)**
 - Critical Incident Procedure
- **Fitness for Duty**
- **Funeral Guidelines**
- **Ergonomic Evaluations**

Medical Evaluations - Sworn

Fourth Year Physicals

- Needs to be completed prior to fifth year of service
- 1 year to complete

Omnibus Transportation Act

- Testing prior to starting position
- Monthly random drug testing

Probationary Drug Testing

- Monthly random selection for new sworn employees

Monthly Random Drug Testing

- Sworn (effective July 2014)

Cal/OSHA Compliance

Sheriff's Department's responsibilities:

- Establish, implement, and maintain an Injury and Illness Prevention Program (IIPP)
- Keep records of work-related injuries and illnesses - Facility Safety Officer Program
- Report work-related death or serious injuries or accidents to Cal/OSHA

Facility Safety Officer (FSO) Program

Risk Management Unit's Role:

- Create and maintain the program
- Encourage and promote participation
- Manage records
- Take a proactive approach to the safety and health of our employees
- Conduct monthly site safety inspections



QUESTIONS

ANSWERS

Contact Information:

Risk Management/Medical Liaison Unit

9621 Ridgehaven Court, 3rd Floor

San Diego, CA 92123

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Liaison.Medical@sdsheriff.org

