



**William D. Gore, Sheriff**

**San Diego County Sheriff's Department**

Risk Management/MLU Bulletin

March 2020

## **Risk Management/MLU COVID 19 Guidelines**

Risk Management/MLU wants to help reduce the impact Coronavirus (COVID19) is having on you and your employees by providing you with some information related to MLU. For law enforcement personnel performing daily routine activities their immediate health risk is considered low.

Sheriff's employees are expected to work unless the employee had been exposed to a confirmed positive COVID19 or is experiencing cold/flu symptoms. Review this information and refer to your Commands directives and protocols on how to best handle.

Protect yourself from exposure: If possible, maintain a distance of at least 6 feet. Practice proper hand hygiene. Wear the appropriate personal protective equipment (PPE).

COVID19 Tracking: CONTACT MLU - If an employee states he/she is experiencing COVID19 symptoms. Include Risk Management/MLU HR Manager, Melissa Martinez when reporting a direct/indirect potential COVID19 exposure to your specific Command. The Department is making great efforts to assist in minimizing the risk of any exposure while working with other County agencies and Public Health.

Telework Option: The Department is expanding the use of teleworking where feasible. For those positions able to participate in the telework option, the Department is encouraging this as an alternative. See Employee Relations Bulletin.

COVID19 Symptoms: fever, cough, shortness of breath or difficulty in breathing, and tiredness/fatigue. Advise the employee to call their medical doctor in advance to discuss the symptoms.

Document Only Forms: Employee's wanting to document a COVID19 exposure should use the Document Only Forms: MLU-4 and RM-3. Be specific with details. Email this to the MLU inbox. Concentra and KPOJ do not test for COVID19.

Travel Internationally: In accordance with CDC guidance, employees who traveled in or had a layover in another county as listed on the [CDC Website](#); upon arrival back to San Diego, will be required to stay home for a 14-day quarantine.

COVID19 Related Absences: Employees are now able to use all available leave accruals - sick, vacation, and compensatory time off for COVID19 related absences.

Notify MLU, if an employee will be using any leaves as a result of COVID19, resulting in being placed off from work. For example, if the Employee:

- Is sick
- In a high risk/vulnerable population

- Is affected by school/daycare closure
- Has a physician recommendation
- Has traveled internationally

Note - If using Kronos pay codes with COVID 19, the MLU representative should be notified to discuss protective leave options and any other leave resources available.

Pandemic Advanced Credit Leave Request: If an employee exhausts all their leave balances and needs to be off from work, the County will advance the employee up to 120 hours of sick leave for the fiscal year. This request is treated as a loan and the hours must be returned once the employee returns to work and starts accruing leave balances. This advance is not available to employee who are on an approved protected LOA, such as FML and PDL.

The Pandemic Advanced Credit Leave Request Form must be completed. The MLU representative can assist with completing this request. See Pandemic Advanced Credit Leave Bulletin.

Employee Resources:

- [CDC Website](http://www.cdc.gov) – www.cdc.gov
- [Call 2-1-1, for community resources](http://www.211sandiego.org) – www.211sandiego.org
- [County News Center](http://www.countynewscenter.com) – www.countynewscenter.com
- [HR List of FAQs](#)
- [The Counseling Team](http://www.the.counselingteam.com) - www.the.counselingteam.com [REDACTED]
- [Anthem EAP](tel:888-777-6665) 888-777-6665
- Chaplains - [SheriffChaplain@sdsheriff.org](mailto:SheriffChaplain@sdsheriff.org)

