



TO: All Personnel

FROM: KCSO Leadership

DATE: March 20, 2020

SUBJECT: COVID-19 Organizational briefing and exposure workflows

We offer unique 24/7 law enforcement functions, with many public facing employees in both expectation that we provide public safety service in our community, while making adjustments to some assignments in a way that we hope will minimize the spread of COVID-19 among our personnel. We are concerned about employee wellness and our ability to respond effectively to any call for service. It's important that each of you maintain the ability to protect yourself from unnecessary exposure as that could impact your personal health and the wellness of your families

Effective immediately, departments will be implementing the following:

Limiting exposures at work

- Please refrain from making unnecessary visits to all administration buildings. Most needs can be addressed through email and phone calls.
- Limit unnecessary person to person visits.
- Limit public interactions (i.e. grocery stores, coffee shops, etc.).

Encouraging proper respiratory etiquette and hand hygiene by all employees

- Posters have been distributed to precinct commanders regarding slowing the spread of disease.
- Cleaning supplies will be provided for employees. If additional items are required, please discuss with your supervisor.
- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, keypads, and doorknobs. Frequently touched areas within your vehicles.
- **Follow CDC guidance and stay home when feeling ill.**

Finally, check and subscribe to [Public Health's website](#) or [blog](#), and the Covid-19 link on the KCSO intranet site.

Items under evaluation:

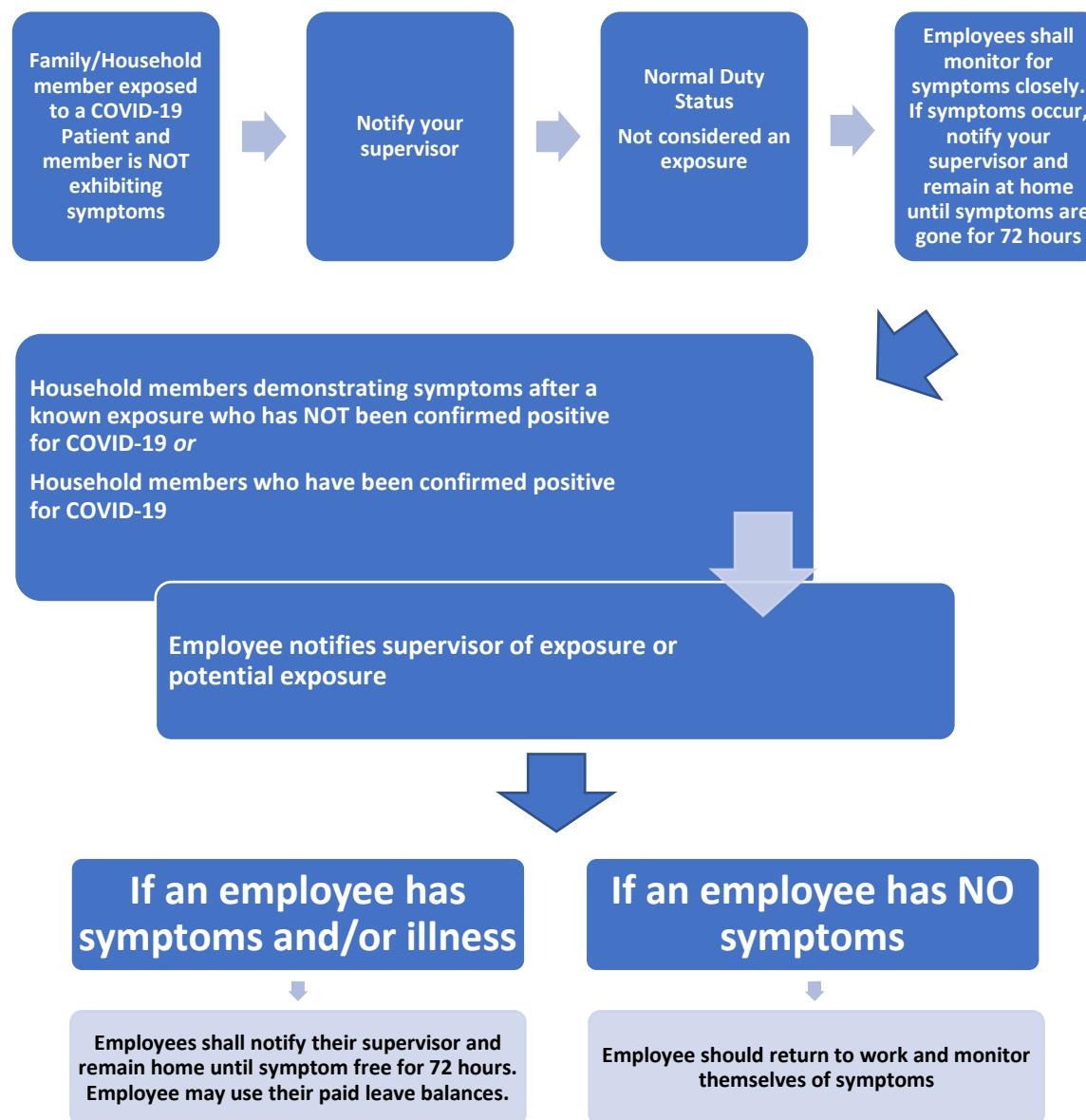
- Training: We are continuing to evaluate the need for postponing non-essential training.
- Employees traveling for business purposes to attend conferences and educational opportunities during March/April will be assessed on a case by case basis. If non-essential, travel should be canceled.
- Alternate Work Schedules: All non-essential employees who can telecommute should be at this time, however, this will be continually assessed.



- Need-specific Alternative Work Schedules: Intermittent alternative work schedules may be evaluated on a case by case basis to address a short-term need. Discuss with your supervisor.
- We continue to monitor statewide announcements regarding Workers Compensation coverage for exposures and quarantines.

How we will address exposures and potential exposures for our members and their family/household

members: See the attached flowcharts that were designed to assist employees should there be a potential exposure or a positive confirmation for COVID-19. Please remember that the situation is changing rapidly, and adjustments may need to be made to these workflows and processes. The information below may be helpful in the event of a non-work-related exposure to a member or their family:





CONTACT INFORMATION

For guidance, or questions about:

Hazmat/infectious disease contact Deputy Mendez david.mendez@kingcounty.gov

HR related topics, including sick leave, contact Jessica.Klein@kingcounty.gov

Policy related topics or clarification, contact Chief Howard bryan.howard@kingcounty.gov