

# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER  
MAYOR

STEVE CONRAD  
CHIEF OF POLICE

**TO: All Personnel**

**FROM: Steve Conrad  
Chief of Police**



**DATE: April 6, 2020**

**RE: State of Emergency—LMPD COVID-19 Operational Orders—  
Revised  
Special Order #20-006**

As you are aware, we face an unprecedented challenge from the global pandemic caused by the Novel Coronavirus (COVID-19). Our primary goal is to provide guidance for your protection as well as the community we serve. You will continue to receive special orders, operational orders, and updates as this situation continues to evolve. This order has been revised based upon the most recent guidance from the Louisville Metro Department of Public Health and Wellness (LMPHW) and the United States Centers for Disease Control and Prevention (CDC).

Members are reminded to be conscious of people who have experienced overseas travel, been exposed to persons who have had direct contact with someone confirmed to have COVID-19, or people who are displaying flu-like symptoms.

Members will adhere to the following guidelines and definitions. These are the best preventative measures currently known.

**Social distancing and the use of personal protective equipment (PPE) during interactions with the public.**

All members will now utilize social distancing techniques to minimize the risk of exposure to infectious persons.

## **Definitions and Guidelines:**

**Social Distancing:** Social distancing techniques are the practice of reducing the amount of physical contact made with another person.

- Members will maintain a six (6) to eight (8) foot distance from all persons when member safety and the situation allows.

**Physical Contact:** When a member must physically touch another person; or when a member must remain within a distance of six (6) feet of another person who is displaying symptoms of being sick, having an unknown illness, or has tested positive for COVID-19; for **fifteen (15)** minutes or more.

- **Under emergency situations only:** When a member must touch another person without wearing the situationally appropriate PPE.

**Non-Physical Contact:** When a member does not physically touch another person and when a member maintains distance of six (6) to eight (8) feet away from another person.

**Signs of Illness:**

- A fever temperature of 100.0 degrees Fahrenheit or above.
- Coughing.
- Shortness of breath.
- **Diarrhea**

**Exposure:** An exposure occurs under the following circumstances:

- When a member must make physical contact with another person who has been confirmed to have COVID-19, and the member **WAS NOT** wearing appropriate PPE.
- When a member, while not wearing appropriate PPE, contacts a person who has been confirmed to have COVID-19; the member is within six (6) feet of the person, maintains contact for **fifteen (15)** minutes or greater; and the member **WAS NOT** wearing appropriate PPE.

**Non-Exposure:** An exposure **HAS NOT** occurred under the following circumstances:

- When a member makes physical contact with another person and the member was wearing appropriate PPE.
- When a member makes verbal contact with a person who has confirmed to have COVID-19 or who shows signs of being sick with an unknown illness and the member has maintained six (6) feet or greater distance from the person.
- When a member makes verbal or physical contact with a person who does not have a confirmed case of COVID-19.

To assist in making the determination of exposure level, the member's supervisor will page the on-call Health and Safety Officer through MetroSafe.

### **Preventative and Decontamination Procedures:**

- Members should wash their hands often throughout their shift, especially prior to, and after, eating or using the restroom.
- Members should wash their hands for at least 20 seconds.
- If soap and water are not available, members should clean their hands using alcohol-based hand gels that contain 60-95% alcohol.
- If members make extensive physical contact with a person who has signs or symptoms of an illness; including a physical altercation, then members will need to proceed to an LMPD facility equipped with a shower. The member will shower using soap and water, change uniforms, and secure their soiled uniform in a bag. The member will need to wash their uniform in a standard washing machine, using standard washing procedures.

For guidance on the decontamination of exposed equipment or vehicles, the supervisor will need to **send an email to the appropriate group(s):**

Facility Decontamination - [LMPDFacilityDecon@louisvilleky.gov](mailto:LMPDFacilityDecon@louisvilleky.gov)  
Vehicle Decontamination - [LMPDVehicleDecon@louisvilleky.gov](mailto:LMPDVehicleDecon@louisvilleky.gov)

Members will follow standard exposure protocols for exposure to bloodborne pathogens and other potentially infectious materials (OPIM).

### **Fitness for Duty:**

If a member experiences any of the following signs of illness:

- Fever of 100.0 degrees Fahrenheit or greater.
- Coughing
- Shortness of breath
- Diarrhea

The member will adhere to the following procedures:

- **Off-Duty:** The member will not report for duty. The member will need to report their illness to their immediate supervisor by phone. The supervisor will **send an email to [mpdsickcall@louisvilleky.gov](mailto:mpdsickcall@louisvilleky.gov)** to report the illness and request additional guidance.
- **On-Duty:** If the member is on-duty, the member will immediately report their condition to their supervisor by phone. The supervisor will **send an email to [mpdsickcall@louisvilleky.gov](mailto:mpdsickcall@louisvilleky.gov)** to report the illness and request additional guidance.

### **Officer's Personal Protective Equipment (PPE) Kit Contents:**

- One (1) pair of goggles
- Two (2) N95 respirators with nose flange
- Two (2) biohazard bags (red in color).
- Twelve (12) antimicrobial hand wipes.
- One (1) Tychem QC coverall suit, yellow, with hood and boots.
- One (1) box of white nitrile gloves with black lining.

### **Personal Protective Equipment (PPE) Guidance:**

- Members will wear medical gloves in all situations where it is reasonably anticipated that physical contact with people (e.g. arrest, search) will be made.
- Members will wear medical gloves and an N95 mask on all runs where it is reasonably anticipated to make minimal physical contact with a person who has signs or symptoms of being sick, having an unknown illness, or has been confirmed to have COVID-19.
- It is not necessary to wear PPE when practicing appropriate social distancing with a person.

### **Use of a Cloth Mask:**

The CDC advises the use of simple cloth face coverings to slow the spread of the virus by reducing transmission to others. A cloth mask is any face covering, such as a scarf or handmade mask, not manufactured to NIOSH filtration standards as the N95 is. The CDC recently updated guidance on the use of cloth masks. Officers are allowed to wear a cloth mask per the CDC guidance. The use of a cloth mask does **NOT** offer any respiratory protection to the officer.

Officers may wear their own cloth masks as long as they are of a tasteful design (no obscene or offensive images, pictures, or wording). The cloth mask should not be worn with any other respiratory protection equipment, such as the N95.

### **Use of Cloth Masks/Face Coverings:**

Cloth masks/face coverings should:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be able to be laundered and machine dried without damage or a change to the mask's shape.

All members having computer access are responsible for reading, understanding, and acknowledging receipt of this Special Order, using the PowerDMS Document Management System. Members without computer access will continue to sign an accountability roster, as they have in the past.

All commanding officers will ensure that their personnel are made aware of this information.

This Special Order will be posted in each division, section, or unit for a period of ten (10) days. Please refer any questions through the appropriate chain of command.