


# MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER  
MAYOR

STEVE CONRAD  
CHIEF OF POLICE

**TO:** All Personnel

**FROM:** Steve Conrad  
Chief of Police 

**DATE:** May 15, 2020

**RE:** Daily Employee Health Screenings  
Special Order #20-025

Mayor Fischer has launched the Build Back Better, Together initiative. This is Louisville's effort to recover from the COVID-19 pandemic. As we anticipate moving forward with reopening Louisville Metro Government, measures must be taken to ensure the health and safety of our employees.

Members will continue to wear face covers as outlined in Special Order #20-023. The practice of social distancing remains required and imperative to slowing the spread of the COVID-19 virus. If an employee is not feeling well, they should not report to work.

In accordance with guidelines issued by the Governor, all members will be required to have their temperature documented daily as they report to work. In addition, two (2) health screening questions will be asked of all members reporting to work:

- "Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?"
- "Have you been in close contact with anyone exhibiting signs or symptoms of fever, persistent cough, or shortness of breath consistent with COVID-19 who has not been tested or is still awaiting testing?"

The pre-shift screening questions and temperature documentation will be completed by the member's supervisor, or his/her designee, and recorded on the Daily Employee Health Screening Form. Officers may choose to take their temperature prior to arriving at work and report it to their supervisor, or they may choose to take their temperature using a departmentally provided thermometer once they arrive at work. If a member's temperature is 100 degrees Fahrenheit or higher or they respond "yes" to either health screening question, they are not

allowed into the workplace unless cleared by a medical professional. The supervisor will immediately contact a Health and Safety Officer (HSO), via telephone or through MetroSafe, and seek consultation on how to proceed further.

Employees will continue to self-monitor for symptoms related to COVID-19 throughout every shift. If, while at work, an employee feels as though they are displaying symptoms related to the virus, the employee must notify their supervisor immediately.

Upon completion of the Daily Health Screening Form, supervisors will email the form to LMPD Health and Safety group email.

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 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.

