

Questions and Answers for Tucson Police Department Personnel regarding COVID-19

- **What is the current status of COVID19 in our community?**
 - The number of confirmed cases continues to increase, refer to this link for updated information: <https://www.azdhs.gov/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/index.php#novel-coronavirus-home>
 - Some of these individuals are being treated in hospitals

- **What are we doing in our community to prevent the spread of this virus?**
 - **The Mayor issued a Proclamation Declaring an Emergency** effective March 17, 2020 through the end of March 2020:
 - All restaurants, food courts, cafes, coffeehouses, retail food facilities, and other similar businesses and establishments are prohibited from serving food and beverages for consumption on premises.
 - Members of the public are prohibited from entering said premises **and** remaining on site to consume food and/or beverages.
 - Businesses and establishments subject to this section that offer food and beverages for on-premises consumption are encouraged to offer food and beverages using delivery service, window service, drive-through service, or drive-up service, and to use precautions in doing so to mitigate the potential transmission of COVID-19, including social distancing. *If a business does not have a window, drive-through, or drive-up service it may allow members of the public on its premises for the purpose of picking up their food or beverage orders.*
 - The following businesses and establishments are hereby closed to use and occupancy by members of the public:
 - **Bars, taverns, brew pubs, breweries,** microbreweries, distilleries, wineries, tasting rooms, special licensees, clubs, and other similar businesses and establishments offering alcoholic beverages or spirituous liquor for consumption on-premises.
 - **Theaters, cinemas,** and indoor and outdoor performance venues.
 - **Museums.**
 - **Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, yoga and barre studios, and other similar facilities.**
 - **Bingo halls, bowling alleys, indoor climbing or jumping/bouncing facilities, skating rinks, and other similar recreational or entertainment facilities.**
 - This section *does not prohibit a proprietor, employee, contractor, vendor, or supplier of a local business from entering, using or occupying that place of business in their professional capacity.*
 - The restrictions imposed above **do not apply to any of the following:**
 - **Grocery stores, markets, convenience stores, and other similar businesses and establishments that offer food and beverage that is not for on-premises consumption;**

- **Pharmacies and drug stores;**
 - **Food banks and food pantries;**
 - **Cafeterias, commissaries, and restaurants located within health care facilities, nursing homes, shelters, group homes, places of worship, or similar facilities;**
 - **Cafeterias, commissaries, and restaurants located within or on the premises of institutions of higher learning;**
 - **Vendors and concessionaires located within the Tucson International Airport;**
 - **Banks and financial institutions;**
 - **Other establishments not listed above.**
 - Section 4. Pursuant to A.R.S. § 26-317, a person who violates any of the above prohibitions shall be guilty of a **Class 1 misdemeanor**. *Any violation that is continuing in nature shall constitute a separate offense on each successive date the violation continues, unless otherwise provided.*
 - **What are we doing in our agency to prevent the spread of this virus and protect department members?**
 - Enhanced communication: Among other measures, video message from the Chief (available on the Intranet); “Chief’s Corner” coronavirus Q&A on the Intranet; ongoing e-mails to all personnel with regular updates
 - Cleansing protocols: Increasing sanitation of facilities and vehicles across the department
 - Cleaning of facilities has been increased to twice a day by contract employees and augmented by one additional in-house cleaning (high traffic public areas every three hours)
 - All station front lobbies were closed on 3/17/2020
 - What does this look like for Headquarters and the Records Section?—Records requests can also be made through e-mail at TPDPublicRecords@tucsonaz.gov, by phone (520)791-4461, or conventional mail (270 S. Stone Ave., Tucson, AZ 85701-1917). An invoice will be sent when the order is complete.
 - EPIC (Evidence Section) lobby will alter operations to minimize exposure
 - Custodial closets in all facilities have been locked, but if supplies are needed when no custodian is present, either John Neeley or Kim Messenger can be contacted for access
- **What have we done to limit members’ work exposure to COVID-19?**
 - Members may work from home when appropriate and approved by the chain of command
 - In response to the COVID-19 pandemic, the City of Tucson has implemented a new Telecommuting policy, City Administrative Directive 2.01-19, Telecommuting https://www.tucsonaz.gov/files/hr/ad/2.01-19_0.pdf
 - The policy establishes the option of telecommuting in the event of a pandemic or other declared national, state, or local emergency as an alternative to the on-site work location. This has been implemented to ensure a safe and healthy

- workplace for employees. Telecommuting is a management option that may be utilized only after approval from the employees chain of command.
- We are recommending no group meetings where personnel could have prolonged exposure to each other
 - All larger meetings should be done by phone conference calls
 - Instructions have been sent to command staff
 - It is optional to hold squad briefings outdoors in open space respecting social distancing guidelines
 - All group/in-person non-essential training is canceled until further notice
 - All travel out of the city has been suspended through at least the end of the month
 - All reasonable efforts should be made to limit community contact within buildings
 - Minimize cash transactions (gloves should be used or if necessary, certain transactions should be provided at no cost if the transaction cost is minimal)
 - The Pima County Jail is currently evaluating whether they will continue to accept misdemeanor bookings and they will likely take the position of no misdemeanor bookings in the near future. We highly recommend not booking misdemeanors. Felony bookings who exhibit symptoms may be accepted or medically rejected on a case-by-case basis. If an individual is transported and is symptomatic, the following procedure shall be followed:
 - Notify the jail of ETA and symptoms
 - Leave the subject in the back of the car – DO NOT ENTER THE JAIL
 - Jail medical staff will respond to the sally port and evaluate
 - If rejected, you will have to transport the subject to the hospital for medical clearance
 - At this time, the CRC is accepting people who are exhibiting symptoms that could be COVID-19; however, they ask that alternatives be explored (such as service providers, stabilization in the field by the MCT or MHST, etc.),
 - Investigative Services Bureau changes
 - Whenever possible, interviews will be done over the phone rather than in person
 - Certain units are doing follow-up rather than proactive work at this time
 - **Call handling to reduce staff exposure and reduce community spread**
 - Officers need to cite and release if possible
 - Use the long form process for nonviolent felonies. For drug paraphernalia and small amounts of drugs, the only options officers should use are long form, cite and release, or deflection. If deflected, have CODAC/CBI outreach teams respond to transport – no transport by officers.
 - Officers should not initiate onsite activity unless there's an ongoing hazard (for example, DUI, or extreme reckless driving)
 - Officers should not serve misdemeanor warrants unless, in the officer's discretion, service solves a larger problem and they have confirmed that the jail will accept the arrestee. The other exception is if the charge involves a domestic violence offense with injuries.
 - Level 4 call modifications:

- **Calls that can be handled over the phone or online**
 - Property crime not in progress (theft) – but not burglary
 - Alarm with no responsible party willing to respond
 - Fraud with no suspect information
 - Shoplifting
 - Threats, stalking, harassment (unless the threat is immediate)
 - Reckless driving or drag racing – ATL only
- **Calls that can be handled over the phone but not online**
 - Domestic violence – suspect is gone; no immediate threat; no injuries
 - Illegal parking
 - Fireworks or possible gunshots (with no location known)
 - Non-injury hit-and-run collision (if not blocking roadway)
- **Calls that will receive no response**
 - Abandoned vehicle (if not blocking roadway)
 - Drinking in public (other than associated with the mayor's proclamation)
 - General assistance (without further information)
 - Panhandling
 - Non-injury traffic collision
- **Calls that will be lowered from Level 3 to Level 4**
 - Animal running at large (unless they're aggressive)
 - Disorderly conduct (unless there's a weapon)
 - Neighbor dispute (unless a physical altercation or weapon involved)
- **What is the status of our inventory of Personal Protective Equipment (PPE) – gloves, masks, disinfectant, hand sanitizer?**
 - Our current supply is still adequate though orders of items like hand sanitizer have extended delivery times. The State of Arizona is currently working on expediting deliveries of PPE items to public safety and medical personnel.
 - More PPE supplies have been ordered; efforts are being made to ration these supplies appropriately throughout the City
 - **Recommended Personal Protective Equipment:**
 - A single pair of disposable examination gloves,
 - Disposable isolation gown or single-use/disposable coveralls. If unable to wear a disposable gown or coveralls because it limits access to duty belt and gear, ensure duty belt and gear are disinfected after contact with individual.
 - Any NIOSH-approved particulate respirator (i.e., N-95 or higher-level respirator); Facemasks are an acceptable alternative until the supply chain is restored, and
 - Eye protection (i.e., goggles or disposable face shield that fully covers the front and sides of the face)

- **How are we going to address a suspected or known work exposure to COVID-19?**
 - Report the potential exposure to your supervisor. If the exposure is to a person known to have the virus, **and you develop symptoms**, healthcare providers recommend that you quarantine at home for 14 days from the date of the exposure. Alternatively, the TCC is setting up an area where people can be quarantined. This means you will not be permitted to return to work until that 14-day period has passed and you have satisfied the guidelines set forth by the CDC to discontinue home isolation:
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
 - If the exposure is to a person only suspected of having the virus, contact your supervisor in order to report the potential exposure and your personal physician for medical guidance.

- **Is there any availability for testing of PD staff for COVID-19?**
 - We are following the current Pima County Health Department guidelines for testing:
<https://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=527452>
 - Staff have the option to contact their personal physician who may order a test through private lab provider such as LabCorp or Quest, etc.
 - The City Physician does not currently have the ability to conduct testing for COVID-19

- **What should you do with your uniform and equipment after an exposure?**
 - Wear a disposable facemask and gloves when you touch or have contact with the person's blood, stool, or body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
 - Throw out disposable facemasks and gloves after using them. Do not reuse.
 - When removing personal protective equipment, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.
 - Clean all "high-touch" surfaces, such as, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, pens, handcuffs, vehicle surfaces, and any other item touched by the person.
 - Wash uniform thoroughly.
 - Wear disposable gloves while handling exposed items and keep exposed items away from your body. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing your gloves.
 - Read and follow directions on labels of laundry or clothing items and detergent. In general, using a normal laundry detergent according to washing machine instructions and dry thoroughly using the warmest temperatures recommended on the clothing label.
 - Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after handling these items. Soap and water should be used preferentially if hands are visibly dirty.

- **Update on Leave Usage**

- On March 12, 2020, the following leave restriction was implemented: *“No leave will be granted through April 15, 2020 for any department personnel. The need for this leave restriction will be continually assessed and may end before April 15, 2020 or it may be extended beyond that date. If an employee has previously approved leave for the time period listed above, that previously approved leave is not impacted by this leave restriction.”*
- On March 16, 2020, City Manager Michael Ortega distributed a memorandum to City Department Directors which resulted in a modification to our existing leave restriction. In order to remain consistent with the City Manager’s direction, the following modifications to the TPD leave restriction are in effect immediately:
 - Sick Leave will be permitted in a manner consistent with City Administrative Directives 2.01-7B (Sick Leave <https://www.tucsonaz.gov/files/hr/ad/2.01-7B.pdf>) and 2.01-7C (Family and Medical Leave <https://www.tucsonaz.gov/files/hr/ad/2-01-7C.pdf>). For the period in which this leave restriction remains in place, employees who have exhausted all Sick Leave may utilize accrued Vacation Leave or Compensatory Time for the same purpose.
 - In the event an employee has exhausted all accrued leave options (including but not limited to: sick, personal, vacation, compensatory time, floating holiday, administrative leave), employees who need to take leave due to the COVID-19 pandemic will be allowed a sick leave deficit in the form of Emergency Leave (Paid Negative Leave) of up to 104 hours. This leave will be repaid through the employee’s future sick leave accruals. Paid Negative Leave hours are not accruable and not used as hours worked for the calculation of overtime pay.
 - In order to activate Paid Negative Leave, department authorization will be required through City Human Resources. Please contact the TPD HR satellite for assistance.
 - Employees may use any available leave for the purpose of staying home with children due to school or day care closures.
- Use of accrued leave other than Sick Leave for purposes not related to COVID-19 remains restricted consistent with the direction issued on March 12, 2020.

- **What are the return to work protocols?**

- The current City directives and TPD policies regarding returning to work after an illness remain in effect. These policies can be found in City Administrative Directive 2.01-7 <https://www.tucsonaz.gov/files/hr/ad/2-01-7.pdf> and 2.01-7B <https://www.tucsonaz.gov/files/hr/ad/2.01-7B.pdf> along with General Order 4015.3.
 - For the purposes of COVID-19 related medical issues, employees will NOT be required to submit a Health Care Provider note. The City of Tucson will follow Centers for Disease Control and Prevention (CDC) guidelines for employees return to work. [What to Do if You are Sick with or Exposed to COVID-19.](#)