San Leandro Police Department
Departmental Directive

Date: December 14, 2020

Departmental Directive

I. PURPOSE

The purpose of this Departmental Directive is to incorporate guidelines that have been put in place as a result of the COVID-19 Pandemic.

II. DEFINITIONS

A. Close Contact – someone who was within 6 feet (about 2 arms’ length) of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset, or for asymptomatic patients, 2 days prior to test specimen collection.

B. Face Covering – a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice.

C. Respirator Mask – N95 or KN95 and provides more protection than a face covering.

D. Social Distancing – staying at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

III. DIRECTIVE

A. Meetings/Briefings

   a. Shall only be conducted in a meeting space or office when all parties can properly socially distance while wearing a face covering or respirator.

   b. If social distancing is not possible:
      i. respirator masks shall be worn, or
      ii. contact shall be limited to under a cumulative total of less than 15 minutes in a 24-hour period while minimally wearing a face covering.

   c. Consider holding them outdoors or virtually.

B. Non-Essential Meetings/Visits

   a. Communications Center – Prohibited without the approval of a supervisor.

   b. Criminal Investigations Division – Prohibited without the approval of a supervisor.
c. Property Room – Prohibited without the approval of a supervisor.

d. Individual Offices – Limit to less than 15 minutes in a 24-hour period while minimally wearing a face covering.

C. Close Contact – If you suspect you or a household member have had close contact with an individual that has COVID-19, notify your supervisor immediately.

D. COVID-19 Symptoms/Positive Test – If you or a household member have COVID-19 symptoms or test positive for COVID-19, notify your supervisor immediately.

E. Cleaning Protocol – Shared workspaces such as conference rooms, classroom, briefing room, breakroom tables, vehicles must be disinfected before and after use.

By order of

Jeff Tudor
Chief of Police