

To	From
	BOARD OF HARBOR COMMISSIONERS
	EXECUTIVE DIRECTOR
	DED & CHIEF FINANCIAL OFFICER
	CHIEF OF PUBLIC SAFETY & EMERG MGT
	DED - MKTG & CUSTOMER RELATIONS
	DED - DEVELOPMENT
	DED - STAKEHOLDER ENGAGEMENT
	SR DIRECTOR, COMMUNICATIONS
	SR DIRECTOR, GOVERNMENT AFFAIRS
	ACCOUNTING
	CARGO/INDUSTRIAL REAL ESTATE
	CARGO MARKETING
	CITY ATTORNEY
	COMMISSION OFFICE
	COMMUNITY RELATIONS
	CONSTRUCTION
	CONSTRUCTION & MAINTENANCE
	CONTRACTS & PURCHASING
	DEBT & TREASURY MANAGEMENT
	EMERGENCY MANAGEMENT

CITY OF LOS ANGELES
HARBOR DEPARTMENT

OFFICE MEMORANDUM

April 1, 2020

To	From	
	ENGINEERING	
	ENVIRONMENTAL MANAGEMENT	
	FINANCIAL MANAGEMENT	
	GOODS MOVEMENT	
	GRAPHICS	
CC	HUMAN RESOURCES	
	INFORMATION TECHNOLOGY	
	LABOR REL & WORKFORCE DEV	
	LEGISLATIVE AFFAIRS	
	MANAGEMENT AUDIT	
	MEDIA RELATIONS	
	PLANNING & STRATEGY	
	PORT PILOTS	
XX	PORT POLICE	X
	RISK MANAGEMENT	
	TRADE DEVELOPMENT	
	WATERFRONT/COMM REAL ESTATE	
	WHARFINGERS	

Special Order 20-03

TO: All Port Police Personnel

SUBJECT: COVID-19 PROTOCOLS

As a result of the ongoing COVID-19 pandemic, we will be implementing a COVID-19 temperature screening protocol for all employees prior to their respective Start Of Watch (SOW). This protocol is similar to what is being implemented at all commands in the Los Angeles Police Department (LAPD) and a variety of other police and fire agencies. The temperature screening protocol will commence on April 2, 2020 at 0500 hours and continue until further notice.

The protocol is as follows:

Prior to entering Los Angeles Port Police Head Quarters (LAPP-HQ) at SOW, **ALL EMPLOYEES** will undergo a COVID-19 temperature screening at the parking structure door that allows access to the elevators. Please enter only through this entrance so you can be screened prior to SOW. Each employee will only need to be screened once at their SOW. However, employees may be required to have their temperature screened again while visiting other Department facilities or other relevant reasons. After being screened at SOW, employees may exit and re-enter LAPP-HQ using any entrance without being rescreened.

During the temperature screening, each employee will be asked the following questions regarding possible COVID-19 symptoms and have their temperature taken with a no touch thermometer:

1. Are you or have you felt sick or ill in the past 24 hours? Y or N

2. Do you currently have or have you displayed any of the following COVID-19 symptoms in the last 24 hours:

Runny Nose? Y or N
Cough? Y or N
Fever/Chills? Y or N
Headache/Body Aches? Y or N
Any other flu like symptoms? Y or N

3. If during the temperature screening any employee has a registered temperature of 100.3 degrees or higher, and/or is displaying symptoms of COVID-19, we will contact LAPP Fiscal Operations and Human Resources for advice with the possibility of immediate testing depending on the time of day. Officers will be referred for evaluation by a medical provider prior to being allowed back to work.

Any employee who is sick and/or has a fever above 100.3 degrees or higher, will be sent home and use their own sick time. If they are out of sick leave, they are permitted to use any other time on the books (banked/holiday/vacation).

If it is believed that the illness was contracted while on-duty, the proper IOD paperwork shall be immediately completed per current LAPP/LAHD policies.

During your shift, if you believe you are becoming ill or displaying COVID-19 symptoms and need to be evaluated by a medical professional, please contact a supervisor immediately.

When transporting an arrestee to Harbor Station or another approved booking facility, please medically pre-screen your arrestees for COVID-19 prior to bringing them inside the LAPD station via the jail entrance. Any arrestees displaying COVID-19 symptoms shall not be brought inside the LAPD jail. Officers with arrestees displaying COVID-19 symptoms shall contact the LAPP Watch Commander who will coordinate with the LAPD Watch Commander, so screenings of arrestee can be conducted in the secured area outside the jail entrance. The arrestee will then be transported to 77th Division Jail, a hospital, or other facility as directed by LAPD's Custody Services Division or in accordance with existing LAPD COVID-19 Department policies.

The temperature screenings are being conducted to ensure the health and safety of all employees and their families during this challenging time.



THOMAS E. GAZSI
Chief of Police
Port Police Division

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