

OPERATIONS RELATED TO COVID-19

<b>MELROSE POLICE DEPARTMENT</b>		Department Manual: Policy No. N/A
<b>Operations Related to COVID-19</b>		
• MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: N/A		Special Order <b>SO-20-002</b>
Effective Date: <b>April 05, 2020</b> Revised: <b>March 18, 2021</b>	Issuing Authority <i>Michael L. Lyle</i> Michael L. Lyle Chief of Police	

**MELROSE POLICE DEPARTMENT**

**Effective April 05, 2021**

Roll calls are to resume beginning on the B shift. Officers who have not been vaccinated are to wear appropriate PPE during roll call. Additionally, officers and supervisors who are within their own office (s) or area who have been vaccinated do not have to wear masks.

All personnel traveling from the report room area into the front administrative office are to wear masks, the same holds for personnel traveling from the administrative office to the report room.

Any personnel who are in a non-public area of the building who have been vaccinated and are two weeks past their last vaccination date without symptoms do not have to wear a mask. If a member of the public for any reason is in the non- public area of the building or in your immediate area, both persons are to wear a mask.

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**Roll Call** – Roll calls are suspended until further notice and shall be replaced by the following procedure to cut down employee-to-employee close contact

Officers should check emails prior to departure for their shifts, and report directly to their cruisers.

Shift Supervisors shall use email to pass vital information that officers may need.

Officers shall wipe down their gear and the cabins of their cruisers with disinfecting wipes prior to use.

Barring being sent immediately on a radio call, officers shall log onto Department email via their cruiser laptops and check for messages or notifications after preparing their cars and prior to leaving the lot. This is mandatory and necessary for the flow of information. No excuses.

Once an officer has logged on and is prepared to leave the lot they should notify the Shift Supervisor.

**Melrose Wakefield Hospital** - Walk and Talk at Melrose Wakefield Hospital are suspended until further notice. Officers answering radio calls at the hospital should clear as soon as their services are no longer needed.

**Time in the Station** - Employees should not congregate in groups in the station. This includes Dispatch and the break room. When employees are in contact with one another, they should use social distancing - standing at a distance of six feet or so - to prevent any spread of a virus.

**Common Areas** - Employees should wipe down common areas such as in the report room or the break room prior to use. They should take extra care when using common computers or phones to ensure that they wipe those surfaces. These areas need to be kept free of all clutter to make wiping the surfaces easier.

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**Arrests** - Officers are encouraged to continue to use complaint applications as an alternative to arrest where appropriate. The close contact needed during an arrest is an opportunity to spread illness.

**Contact With the Public** - Officers should use care when dealing with members of the public on radio calls. Use social distancing to minimize close contact. Do not shake hands, and avoid people who are coughing or sneezing. Avoid large groups if possible.

**Illness** - Employees who have flu-like symptoms should not come to work. These symptoms include, but are not limited to, fever, cough, shortness of breath, and body aches. Prior to returning to work, an employee who had these symptoms shall check with Patrol Commander Lt. DeCroteau or the shift supervisor in his absence. The supervisor may determine that the employee should stay out briefly beyond the cessation of symptoms.

**Exposure** – Employees who have been exposed, or think they have been exposed, should report that exposure to their supervisor via telephone immediately and avoid contact with others.

**Hand Washing** - Employees should make it a habit to wash their hands with warm soapy water, for at least 20 seconds, after each interaction with the public whenever possible. If necessary, officers should check with Dispatch upon clearing a call and return to the station to wash up. In the alternative, and where possible, they should use an alcohol based gel to clean their hands until they can wash them.

**Food** - Food brought to the station by members of the community shall not be accepted. Eating from a large common tray of food is an effective way to spread an illness; therefore we shall not take these trays in until further notice.

**Dispatch** - The Dispatch window shall remain secure when dealing with the public. Dispatchers are to wipe down their work areas at the start of each shift. This includes their computer keyboards and their phones.