

**FEDERAL LAW ENFORCEMENT TRAINING CENTERS  
OFFICE OF SECURITY AND PROFESSIONAL  
RESPONSIBILITY**



**COVID-19 SCREENING AND RESPONSE**

**Dated: May 23, 2020**

## EXECUTIVE SUMMARY

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As part of the Federal Law Enforcement Training Centers (FLETC) Operation Reconstitution Group (FORGe), the Office of Security and Professional Responsibility (OSPR) led the Screening & Security Team. The Screening & Security Team was responsible for implementing policies, procedures, and programs designed to establish an operating environment for reconstitution of training during the SARS-CoV-2 (COVID-19) Pandemic.

To accomplish the desired end state, the Screening & Security Team developed and implemented comprehensive operating procedures with two primary objectives: **Prevent** the introduction of COVID-19 and **Control** the spread of COVID-19. All procedures were designed as enterprise-wide solutions to ensure consistency across all FLETC Training Delivery Points (TDP). The procedures were also created to be flexible, scalable, and sustainable to match adjustments to FLETC's training tempo. The U.S. Centers for Disease Control and Prevention (CDC), Johns Hopkins University (JHU), Department of Homeland Security (DHS) medical officers, and recognized medical journals were relied upon as sources to inform FLETC's COVID-19 screening and response procedures. Further, all established procedures have been properly memorialized in Standard Operating Procedures (SOP) vetted through DHS medical officers, legal authorities, and other appropriate officials.

### **OBJECTIVE: PREVENT THE INTRODUCTION OF COVID-19**

Screening individuals before they enter a facility will, amongst other benefits, reduce exposure to other individuals and help prevent the spread of COVID-19.<sup>1</sup> FLETC has implemented a series of screening processes and procedures designed to identify symptomatic individuals and those at increased risk of having already been exposed *before* they gain access to a facility.

#### **1. Student Pre-Screening**

Prior to arrival at a TDP, all students from Federal, State, and Local agencies will be pre-screened through FLETC's Student Administration and Scheduling System (SASS). Pre-screening will be accomplished by asking each student

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<sup>1</sup> CDC, *Screening and Triage at Intake*, dated April 14, 2020. Retrieved from <https://www.cdc.gov/coronavirus/2019-ncov/hcp/dialysis/screening.html>

specific questions to possibly identify anyone who is symptomatic or at an increased risk for having already been exposed. Students will be asked these same questions at registration (approximately 30-days prior to scheduled training date), 14-days prior to arrival, and 72-hours prior to arrival. Students will also be provided links to the CDC for guidance on safety measures to follow while traveling to their assigned TDP. Students will also sign an attestation acknowledging they have read and understand the instructions and questions. Students who answer “yes” to any of the screening questions or fail to respond will be unregistered for training. Coordination of cancellations will be made by the student’s Participating Organization (PO) and FLETC Training Management Operations.

## 2. *Student Arrival and Registration Screening*

**Airport Arrival.** COVID-19 is believed to spread between people who are in close contact with one another through respiratory droplets from coughing or sneezing, which can be inhaled into the lungs or through mucous membranes.<sup>2</sup> Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19.<sup>3</sup> FLETC will implement and promote the concept of social distancing to limit exposure and mitigate the chances for transmission. Students will be introduced to this concept immediately upon arrival at the airport. Social distancing will be enforced on all FLETC-provided government transportation where students will be seated in individual rows to maintain separation.

In addition, all students will be required to wear a cloth face covering at all times while utilizing FLETC-provided government transportation. The use of cloth face coverings also helps mitigate the chances of transmission from asymptomatic individuals who may not have been identified in the SASS pre-screening process.<sup>4</sup> The cloth face coverings recommended *are not* surgical masks or N95 masks.

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<sup>2</sup> CDC, *Fact Sheet for SARS Patients and Close Contacts*, dated December 15, 2011. Retrieved from: <https://www.cdc.gov/sars/about/fs-closecontact.html>

<sup>3</sup> JHU, *Health Resources*, dated April 6, 2020. Retrieved from: <https://hub.jhu.edu/novel-coronavirus-information/preventing-the-spread-of-illness/>

<sup>4</sup> CDC, *Use of Cloth Face Coverings to Help Slow the Spread of COVID-19*, dated May 23, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

**Visitor Control Center Arrival.** Anywhere between 83% and 99% of individuals who are symptomatic of COVID-19 will experience a fever.<sup>5</sup> Upon arrival at a FLETC TDP's Visitor Control Center (VCC), students will be instructed to stay seated on their bus until a FLETC Security officer boards the vehicle to take each student's temperature utilizing a non-touch infrared forehead thermometer device. FLETC Security will immediately activate emergency response procedures outlined in SOP OSPR-COVID-002, *Response Procedures*, for any student with a fever, which is defined as a temperature of 100.4°F or above.<sup>6</sup> All other students will be allowed to disembark immediately and enter the VCC for processing and additional screening with the most current COVID-19 screening questions. Students who travel to their assigned TDP by personally-owned vehicle will have their temperature taken when they enter through the main gate after processing through the VCC.

### **3. *Student Restriction of Movement***

All students will submit to a restriction of movement (ROM) during their first 14-days after arrival to a FLETC TDP. The length of the ROM is based upon current data that indicates the symptoms of COVID-19 may appear two to 14 days after exposure.<sup>7</sup> Individuals who are COVID-19 positive may be contagious 48 to 72 hours before showing symptoms and for 10 days after symptoms resolve.<sup>8</sup> However, since the median time of incubation is 4-5 days from exposure, future consideration may be given to reducing the ROM period with the implementation of full-scale testing of all students.

### **4. *Student Daily Screening***

In accordance with SOP OSPR-COVID-001, *Screening Procedures*, at the beginning of every class, students will be screened by their assigned instructor(s) using the most current COVID-19 screening questions. Instructors will activate emergency procedures outlined in SOP OSPR-COVID-002 for any student who responds "yes" to these questions or appears ill.

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<sup>5</sup> CDC, *Interim Guidance for Management of Patients with Confirmed COVID-19*, dated May 20, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html>

<sup>6</sup> CDC, *Definitions and Symptoms for Reportable Illnesses*, dated June 30, 2017. Retrieved from: <https://www.cdc.gov/quarantine/air/reporting-deaths-illness/definitions-symptoms-reportable-illnesses.html>

<sup>7</sup> CDC, *Symptoms of Coronavirus*, dated May 13, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<sup>8</sup> Harvard Medical School Publication, *If you've been exposed, are sick, or are caring for someone with COVID-19*, dated May 15, 2020. Retrieved from: <https://www.health.harvard.edu/diseases-and-conditions/if-youve-been-exposed-to-the-coronavirus>

Additionally, infrared body temperature scanners are set-up at the exits of all dining facilities at the Glynco, Charleston, and Artesia TDPs. Scanners have also been placed at the Glynco and Artesia student center exits. Scanners will be monitored by OSPR Security personnel who will direct all students to stop and be screened prior to exiting the building. Emergency procedures will be activated for any student with a fever. Temperatures are taken at the exits since high environmental temperatures bring about an increase in internal body temperature and skin blood flow, which would cause inaccurate readings as students first enter the facility.<sup>9</sup>

### **5. Facility Access Entry Screening**

All FLETC staff, PO staff, contractors, and visitors will be screened by OSPR Security personnel at all access control points prior to being allowed entry into a FLETC TDP.<sup>10</sup> Individuals will also be asked their response to the most current COVID-19 screening questions. Individuals with a fever or who answer “yes” to any of the screening questions will be denied access and instructed to contact their immediate supervisor for further guidance.

### **OBJECTIVE: CONTROL THE SPREAD OF COVID-19**

The transmission of COVID-19 is most likely to occur from person to person, and transmission to persons from surfaces contaminated with the virus has not been documented.<sup>11</sup> The Basic Reproduction Number ( $R_0$ ) of COVID-19 is estimated between 2.2 and 2.7, which indicates that a person infected with COVID-19 can, on average, infect 2 or 3 others.<sup>12</sup> The challenges of controlling the spread of COVID-19 are compounded by current estimates that place asymptomatic infections at 35% of the total number of infections.<sup>13</sup> These factors dictate that quickly addressing known or suspected cases of COVID-19 is critical to slow community transmission. As such, FLETC has implemented comprehensive response procedures and requirements for individual protective measures.

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<sup>9</sup> National Library of Medicine, *Control of Skin Circulation During Exercise and Heat Stress*, Spring 1979. Retrieved from: <https://pubmed.ncbi.nlm.nih.gov/481154/>

<sup>10</sup> DHS Deputy Undersecretary of Management memorandum dated March 25, 2020, titled *Novel Coronavirus Workforce Guidance 12 – Restriction of Access and Partial Closure of DHS-Owned and Direct-Leased Properties and Maintaining On-site Employee Health*.

<sup>11</sup> CDC, *Cleaning and Disinfection for Households*, dated May 13, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html>

<sup>12</sup> CDC Research Abstract, *High Contagiousness and Rapid Spread of Severe Acute Respiratory Syndrome Coronavirus 2*, early release (July 2020). Retrieved from: [https://wwwnc.cdc.gov/eid/article/26/7/20-0282\\_article](https://wwwnc.cdc.gov/eid/article/26/7/20-0282_article)

<sup>13</sup> CDC, *COVID-19 Pandemic Planning Scenarios*, dated May 20, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/planning-scenarios.html>

## 1. Individual Protective Measures

The FLETC Environmental and Safety Division (ESD) developed baseline individual protective measures for all TDPs. The use of Personal Protective Equipment (PPE) may be required based upon a Job Hazard Analysis (JHA) and Risk Assessment performed by ESD in accordance with FLETC Directive 70-09, *Occupational Safety and Health Program*.<sup>14</sup> The voluntary use of PPE absent a JHA is permissible in accordance with the provisions outlined in FLETC Directive 70-09. PPE is also pre-staged throughout each TDP for use by instructors when addressing suspected cases of COVID-19 in accordance with SOP OSPR-COVID-002. Figure 1, *FLETC Protective Measures*, outlines the required baseline protective measures for all individuals who have authorized access to a FLETC TDP.<sup>15</sup>

Figure 1

FLETC Protective Measures				
PPE				
Face Covering				
Social Distancing				
Gate Screening				
Buddy-Check				
Self-Check				
Personal Safety Protocols				
	Telework	ANY setting with <i>less than 12</i> attendees while also maintaining social distancing to maximum extent possible	ANY setting with <i>12 or more</i> attendees while also maintaining social distancing to maximum extent possible	ONLY when Job Hazard Analysis determines PPE is required -or- ONLY when addressing suspected cases of COVID-19

<sup>14</sup> Provisions outlined in FLETC Directive 70-09, *Occupational Safety and Health Program*, conform with 29 Code of Federal Regulations (C.F.R.) §1910, Occupational Safety and Health Administration Standards for General Industry, n.d. Retrieved from: <https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910TableofContents>

<sup>15</sup> CDC, *How to Protect Yourself and Others*, dated April 24, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## 2. *COVID-19 Hotline Reporting*

A COVID-19 Operations Center operates Monday through Friday, from 8:00am to 5:00pm EST to receive, process, and coordinate emergency response to reports of possible COVID-19 exposure at all TDPs. OSPR Security Dispatch serves as the after-hours hotline to manage these reports. Response procedures are outlined in SOP OSPR-COVID-002.

In addition, OSPR maintains the **FLETC-COVID19Updates@fletc.dhs.gov** email account as an alternate reporting method for non-emergency COVID-19 related matters. The account is also currently used to maintain an electronic record of any response activities.

## 3. *Incident Response Teams*

OSPR has established Incident Response Teams (IRT) consisting of OSPR, ESD, Student Services Division (SSD), and PO representatives to tactically respond to reported cases of potential COVID-19 exposure. The IRT operates to provide rapid and targeted response to allow training to continue uninterrupted. SOP OSPR-COVID-002 details the emergency procedures of the IRT along with the responsibilities of all PO staff to immediately report suspected known incidents of COVID-19.

## 4. *Student Isolation*

Isolation is used to separate people infected with the virus from people who are not infected.<sup>16</sup> SOP OSPR-COVID-002 outlines the detailed procedures that SSD and the IRT will follow to immediately isolate any suspected student case of COVID-19. SSD and the IRT will take these immediate actions *before* health officials perform testing to determine if the student is actually positive for COVID-19. This is done out of an abundance of caution to prevent the potential spread of the virus.

Students will be evaluated by the Federal Occupational Health (FOH) clinics during training hours at the Glynco, Charleston, and Artesia TDPs. Students who are referred to a local health care provider for COVID-19 testing will be held in isolation until either a negative test is returned and/or a medical

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<sup>16</sup> CDC, *Quarantine and Isolation*, dated May 6, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

professional determines that the student can return to duty.<sup>17</sup> Current medical recommendations are that positive cases be held in isolation for at least 72 hours *after recovery and* at least 10 days since symptoms first appeared. Testing performed by a health care provider may eliminate the 10-day conditional period and require only resolution of fever without the use of medicine and improvement in symptoms.

## 5. *Contact Tracing*

Contact tracing is a key strategy for preventing further spread of COVID-19. Designated members of the IRT have completed the JHU Contact Tracing Certification Course in order to effectively perform contact tracing activities. OSPR maintains 14 certified Contact Tracers and has actively collaborated with several POs with the goal of reaching a minimum of 30 certified Contact Tracers. A ratio of 1 Contact Tracer for every 1,000 individuals is recommended.<sup>18</sup> FLETC will maintain a minimum of 1 Contact Tracer per 350 individuals. FLETC Contact Tracers perform the following functions<sup>19</sup>:

- Immediately identify and interview people suspected to have COVID-19 or who have received a laboratory confirmed positive test result.
- Notify contacts of their exposure, assess their symptoms and risk, and provide instructions for next steps.
- Link those with symptoms to testing and immediate care.

SOP OSPR-COVID-003, *Contact Tracing Procedures*, outlines the detailed process that FLETC utilizes to perform contact tracing.

## **ATTACHMENTS:**

- (1) SOP OSPR-COVID-001, *COVID-19 Screening Procedures*
- (2) SOP OSPR-COVID-002, *COVID-19 Response Procedures*
- (3) SOP OSPR-COVID-003, *COVID-19 Contact Tracing*

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<sup>17</sup> CDC, *Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings*, dated May 3, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

<sup>18</sup> Association of State and Territorial Health Officials, *A Coordinated, National Approach to Scaling Public Health Capacity for Contact Tracing and Disease Investigation*, n.d. Retrieved from: <https://www.astho.org/COVID-19/A-National-Approach-for-Contact-Tracing/>

<sup>19</sup> CDC, *Contract Tracing: Part of a Multipronged Approach to Fight the COVID-19 Pandemic*, dated April 29, 2020. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/php/principles-contact-tracing.html>