Policy Memorandum No. 2020-22

DATE: April 14, 2020

TO: San Joaquin County Sheriff
District Attorney
Chiefs of Police
California Highway Patrol Area Commander
Chief of Probation
City Managers

FROM: Katherine Shafer, M.D., EMS Medical Director
Dan Burch, EMS Administrator/MHOAC

SUBJ.: Coronavirus (COVID-19) Contact Notification Process for Law Enforcement

The purpose of this memorandum is to inform you of the process the San Joaquin County EMS Agency (SJCEMSA) has developed a contact notification process in response to the County’s law enforcement agencies’ requests to be notified of contacts with suspects or individuals identified as COVID-19 positive by San Joaquin County Public Health Services (SJCPHS). This process was created in response to the March 19, 2020, Order of the State Health Officer and March 26, 2020, Stay At Home Order of the San Joaquin County Public Health Officer and Director of Emergency Services. This memorandum will remain in place for the duration of those Orders as issued or amended or until the memorandum is revised or rescinded.

Be advised that SJCEMSA’s contact notification process cannot and does not replace any law enforcement agency’s occupational exposure responsibilities.

In order to receive information regarding COVID-19 contacts, each law enforcement agency must submit to SJCEMSA contact information for their agency’s primary and secondary points of contact that the agency has designated to submit potential contacts to SJCEMSA and to receive notifications from SJCEMSA’s COVID-19 notification team.

Each interested law enforcement agency shall send its primary and secondary point of contact information to SJCEMSA at COVID19Notification@sjgov.org and shall include the following:

1. Name of law enforcement agency.
2. Name and titles of points of contact.
3. Cellphone numbers of points of contact.
4. Email addresses of points of contact.
Reporting and Notification Process:

1. When a law enforcement agency has had an officer(s) encounter a suspect or individual exhibiting signs and symptoms of COVID-19 and when the officer(s) may have been exposed during the encounter, then the law enforcement agency’s primary or secondary point of contact may submit the following information by email to COVID19Notification@sjgov.org:
   a. Date of exposure.
   b. Name and date of birth of suspect/individual.

2. SJCEMSA will review the information and determine if the suspect/individual is identified as COVID-19 positive 14 days before or after the law enforcement contact as reported by SJCPHS.

3. If it is determined that contact with a COVID positive person occurred then SJCEMSA will notify the law enforcement agency’s primary contact and, if the primary contact is not available then the secondary point of contact, by cellphone of a confirmed officer(s) contact with a COVID-19 positive person.

4. SJCEMSA will not issue notifications by email.

All of the information SJCEMSA provides to each law enforcement agency pursuant to this process is Protected Health Information (PHI). PHI is being provided to prevent or lessen the serious and imminent threat of COVID-19 on law enforcement officers, agencies, and the public. Participating law enforcement agencies shall maintain the confidentiality of PHI as required by federal and state statutes.

If you have any questions regarding this memorandum contact Jeff Costa, RN, EMS DOC Director at (209) 468-6818.