

EAST LANSING POLICE DEPARTMENT

POLICY AND PROCEDURE

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CHIEF OF POLICE:



7.1 PURPOSE

The purpose of this Policy is to protect Department employees and the community from communicable diseases caused by bloodborne pathogens. This Policy also serves as the written exposure incident control plan to minimize or eliminate employee exposure to bloodborne pathogens. In addition, this policy also provides employees with information and guidelines for other health and wellness issues such as sick leave procedures, medical absence without pay, worker's compensation, light duty assignments, reporting work related injuries, and the Family Medical Leave Act.

7.2 POLICY

Department employees shall follow universal precautions to try and avoid unprotected direct contact with blood, body fluids, or other potentially infectious materials. Universal precautions are a method of infection control that treats all blood, body fluids, and other potentially infectious materials as capable of transmitting AIDS (HIV), Hepatitis B (HBV), Hepatitis C (HCV), and other bloodborne pathogens.

Employees shall follow the City and Police Department guidelines pertaining to sick leave procedures, medical absence without pay, worker's compensation, light duty assignments, reporting work related injuries, and the Family Medical Leave Act.

7.3 BLOODBORNE PATHOGENS

A. Definitions

1. Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include the Hepatitis B (HBV) virus, the Hepatitis C (HCV) virus, and the human immunodeficiency (HIV) virus.
2. Contaminated Sharps: Any contaminated object that can penetrate the skin such as needles, knives, scalpels, broken glass, broken capillary tubes, exposed ends of dental wires, etc.

3. **Exposure:** Physical contact with blood, body fluids, or other potentially infectious materials. The blood, body fluids, or other potentially infectious materials did not enter the employee's eyes, mouth, nose, other mucous membranes, open cuts, abrasions, or other types of non intact skin conditions.
4. **Exposure Incident:** Physical contact with blood, body fluids, or other potentially infectious materials that have entered, or may have entered, the employee's eyes, mouth, nose, other mucous membranes, open cuts, abrasions, or other types of non intact skin conditions.
5. **Parenteral:** A piercing of the mucous membrane or the skin barrier caused by needlesticks, human bites, cuts, abrasions, etc.
6. **Personal Protective Equipment:** Specialized clothing or equipment that is worn or used by an employee for protection from a hazard.
7. **Regulated Waste:** Liquid or semi liquid blood, body fluids, or other potentially infectious material. Clothing or other items which are contaminated with dried blood, dried body fluids, or other potentially infectious material, which are capable of releasing the contamination during handling.
8. **Universal Precautions:** A method of infection control that treats all blood, body fluids, and other potentially infectious materials as capable of transmitting HIV, HBV, HCV, and other bloodborne pathogens.
9. **Work Practices:** Controls that reduce the likelihood of exposure to bloodborne pathogens by altering the manner in which a task is performed.

7.4 EXPOSURE DETERMINATION

- A. An employer shall evaluate routine and reasonably anticipated tasks and procedures to determine whether there would be an actual or reasonably anticipated employee exposure to blood, body fluids, or other potentially infectious material. Based on this evaluation, an employer shall categorize employees into category A or category B.
- B. Category A consists of occupations that require procedures or other occupation related tasks that involve exposure or reasonably anticipated exposure to blood, body fluid, or other potentially infectious material, or that would involve a likelihood for spills or splashes of blood, body fluids, or other potentially infectious material. Police Officers and Jail Service Officers are classified in Category A. All other Department employees are classified in Category B.
- C. Category B consists of occupations that do not normally require tasks that involve exposure to blood, body fluid, or other potentially infectious material on a routine or non routine basis as a condition of employment.

7.5 UNIVERSAL PRECAUTIONS

- A. Universal Precautions shall be followed to minimize or prevent direct contact with blood, body fluids, and other potentially infectious materials. Personal Protective Equipment shall be used when a possibility of contacting these substances exists, unless the use of the equipment would pose an increased safety risk to the employee.
- B. Body fluids which have the highest risk of exposure for infectious disease are blood, semen, vaginal secretions, spinal fluid, joint fluid, and amniotic fluid.
- C. Body fluids which have a reduced risk of exposure for infectious disease are urine, feces, nasal secretions, lung secretions, sweat, tears, vomit, and saliva.

7.6 ENGINEERING CONTROLS AND WORK PRACTICES

- A. The most common sources of exposure related tasks are the treatment of minor/major injuries, life saving/CPR procedures, disposing of contaminated Personal Protective Equipment, cleaning and disinfecting contaminated equipment, handling of contaminated sharps, collection/handling of contaminated evidence, and physical contact with contaminated source individuals.
- B. Employees shall not eat, drink, smoke, apply cosmetics, apply lip balm, or handle contact lenses in any area where blood, body fluids, or other potentially infectious materials are located.
- C. Employees shall wear disposable gloves when there is a reasonable possibility for direct contact with blood, body fluids, other potentially infectious materials, or non-intact skin. Disposable gloves shall be worn when handling items or surfaces soiled with blood, body fluids, or other potentially infectious materials.
- D. When the employee has contact with blood, body fluids, or other potentially infectious materials, the employee shall wash their hands and any affected skin area as soon as possible, after removing their gloves or other protective clothing.
- E. When a contaminated employee returns to the Department to wash up, the employee shall only use the Crime Scene Investigation Room wash facilities. The Crime Scene Investigation Room is the designated biohazard area for decontamination and for the temporary storage of biohazard material. The room shall be clearly marked with a biohazard placard. There may be times the room is locked by the Detective Bureau supervisors to protect evidence. If employees are not able to gain access to the room, they shall use the designated biohazard area at Fire Station # 1 for decontamination and to wash up.
- F. Employees shall wear a mask and eye protection in situations where splashes, sprays, spatters, droplets, or aerosols of blood, body fluids, or other potentially infectious materials may be generated and there is a possibility for eye, nose, or mouth contamination.

- G. Employees shall not attempt to recap, re-sheath, bend, or break, hypodermic needles or other types of potentially contaminated needles or sharps. Needles shall be immediately placed in a biohazard sharps container. Sharps containers shall be closable, puncture resistant, and leak proof. This section does not apply to properly and safely collecting the X26 Taser probes as evidence.
- H. All Personal Protective Equipment shall be removed before leaving the work area and shall be placed in the appropriate designated area and container for storage, washing, decontamination, or disposal.
- I. When hand washing facilities are not available, a waterless antiseptic hand cleanser or towelette shall be used. When antiseptic hand cleansers or towelettes are used, employees should still wash their hands with hot running water and soap as soon as possible.
- J. Good personal hygiene is the best method for trying to prevent the transmission of almost all blood borne diseases. Employees should frequently wash their hands with hot running water and soap, and avoid placing their fingers or hands in or about their mouth, nose and eyes. Open cuts or abrasions should be covered with waterproof bandages before reporting to duty.
- K. Employees that have had, or may have had, an actual "exposure incident" shall wash their hands and the affected skin area with hot running water and soap for at least 15 seconds (saline rinse for the eyes). The employee should seek medical treatment as soon as possible.
- L. Human bites that do not break the skin are considered an "exposure" and the employee shall wash their hands and the affected skin area with hot running water and soap for at least 15 seconds. Medical treatment is not required for an "exposure".
- M. Human bites that break the skin shall be considered an "exposure incident". The employee should cause the wound to bleed lightly and wash their hands and the affected skin area with hot running water and soap for at least 15 seconds. The employee should seek medical treatment as soon as possible.
- N. A spitting incident may be an "exposure incident" if the saliva has entered the employee's eyes, mouth, nose, other mucous membranes, open cuts, abrasions, or other types of non-intact skin conditions. If the spitting incident is believed to be an "exposure incident" the employee shall wash their hands and the affected skin area with hot running water and soap for at least 15 seconds (use a saline rinse for the eyes). The employee should seek medical treatment as soon as possible.

7.7 PROTECTIVE WORK CLOTHING AND EQUIPMENT

- A. Employees shall not refuse to render emergency medical aid or general police services to individuals known or suspected to be infectious, when the appropriate protective equipment is available and it is safe to do so.

- B. When confronted with an incident where blood, body fluids, or other potentially infectious materials may be present, employees shall wear the appropriate Personal Protective Equipment, unless the use of the equipment would pose an increased safety risk to the employee.
- C. A Personal Protective Equipment kit shall be kept in each marked patrol vehicle. Officers are responsible for checking the Personal Protective Equipment kit at the beginning of their shift to make sure it has all the proper equipment. The officer shall replace any used disposable Personal Protective Equipment prior to the end of their shift. The kit shall contain the following equipment.
 - 1. Disposable latex gloves, disposable boot covers, leather gloves, antiseptic towelettes or antiseptic liquid hand cleanser, face protection, coveralls, eye protection, CPR mask, biohazard bags and labels, sharps container.

7.8 HOUSEKEEPING

- A. Employees are responsible for the maintenance of a clean and sanitary workplace and shall take action to ensure that sanitary conditions are maintained. Employees shall immediately clean and disinfect work surfaces which have been contaminated with blood, body fluids, or other potentially infectious materials. Cleaning materials will be provided for that purpose.
- B. Department vehicles which have become contaminated by blood, body fluids, or other potentially infectious materials shall be taken to a commercial car wash for cleaning. Department employees shall alert the commercial car wash employees that the vehicle has been contaminated. The car wash business will be responsible for following their own universal precautions guidelines.

7.9 REGULATED WASTE DISPOSAL

- A. Employees shall promptly place all regulated waste in closable, leak proof, containers that are identified with a biohazard label, or placed in a red or yellow biohazard bag. The contaminated items shall be transported to the designated decontamination area at Fire Station #1 and placed in the designated storage container for disposal, as soon as possible.
- B. Disposal of band aids, bandages, Kleenex, etc, that are used in self administered first aid (bloody nose, bloody lip, small cuts, abrasions, etc.) are not considered regulated waste and can be disposed of in a normal manner.

7.10 LAUNDRY

- A. Work clothing that has been contaminated shall be placed in a red or yellow biohazard bag and sent to a professional laundry service. Contaminated work clothing shall not be washed at home. This will help protect the employee's family from both infectious and chemical contamination.

7.11 **MEDICAL EVALUATION AND TREATMENT FOR AN EXPOSURE INCIDENT**

- A. The employee shall notify their immediate supervisor when they have an "exposure incident", as soon as possible. The employee should seek medical treatment as soon as possible.
- B. When the employee seeks medical evaluation and treatment they are required to go to the City of East Lansing designated medical facility. The designated medical facility location and business hours are listed on the Sparrow Health System "Authorization Report-Occupational Health Service Form".
- C. There will be "Bloodborne Pathogens Exposure Incident" envelopes kept in the front desk form drawer and in the Patrol Sgt's office form drawer. The envelopes shall contain the following forms which will need to be filled out and copies taken to the designated medical treatment facility.
 - 1. City of East Lansing Report of Injury Form.
 - 2. The Sparrow Health System, Authorization Report- Occupational Health Service Form. (This form is completed by the supervisor).
 - 3. East Lansing Police Department Bloodborne Pathogens and other Infectious Disease Exposure Incident Form.
 - 4. The Pre-Hospital Provider Request Form for HIV / Hepatitis B Testing of Emergency Patient. (This form is only used when there is a positively identified source patient that has gone to a medical facility for treatment. The employee would complete this form and present it to the medical staff if the employee wants to have the patient tested for HIV/HBV. It is important to note that the patient can refuse to be tested).

7.12 **HEPATITIS B VACCINATION SERIES**

- A. The City of East Lansing will provide the Hepatitis B vaccination series at no cost to Police Officers and Jail Service Officers due to the increased potential for occupational exposure. Police Officers and Jail Service Officers are encouraged to become immunized, but are not required to become immunized.
- B. Employees must sign an Immunization Waiver Form if they decline the Hepatitis B vaccination series. Employees who initially decline the vaccination series may later change their mind at any time. The employee will then be provided the vaccination series at no cost.

7.13 **TRAINING AND RECORD KEEPING**

- A. Newly hired employees that are classified in Category A shall receive bloodborne pathogens training during the first week of employment. The training will be conducted with a qualified member of the East Lansing Fire Department. Employees that are classified in Category A shall also receive bloodborne pathogens training on an annual basis.

- B. The Police Department shall maintain a training record documenting the bloodborne pathogens training for a minimum of three years. The Bloodborne Pathogens Control Plan Policy and Procedure shall be reviewed annually and updated as necessary.
- C. The Police Department shall ensure that the Bloodborne Pathogens Control Plan Policy and Procedure information is accessible to all employees. A medical record for employee's who have had an occupational "exposure incident" shall be maintained for the duration of their employment, plus a minimum of 30 years by the City Personnel Department.

7.14 CALLING IN SICK FOR DUTY/ USE OF SICK TIME

- A. When an employee calls in sick for duty they shall attempt to speak directly with their immediate supervisor, if the supervisor is available. When the employee's direct supervisor is not available, the employee should attempt to speak directly to the on duty uniform division supervisor, if the supervisor is available. When the on duty supervisor is not available, the employee shall leave a phone number where they can be contacted. The supervisor may need to call the employee back if they need additional information.
- B. The supervisor shall document the sick leave call by marking a sick day on the master schedule and also sending the information via e-mail to the Chief's Administrative Secretary. The information will be compiled and kept as documentation. The sick leave list will be kept in an Excel document on the police internal computer system and is accessible to all police supervisors.
- C. The supervisor who receives the information that an employee has called in sick for duty shall be personally responsible for marking the sick day on the master schedule.
- D. When an employee calls in sick for duty, but does not have sufficient sick leave available to cover the absence, the employee will have the appropriate amount of leave time deducted from another paid leave time bank. This will prevent the employee from having a reduction in paid hours during a pay period. This does not remove the possibility that disciplinary action may result from the inappropriate or excessive use of sick leave.
- E. Employees who fail to follow the procedure for calling in sick shall be subject to corrective disciplinary action as determined by the Chief of Police. Employees who use sick time other than for its intended purpose, as stipulated in applicable collective bargaining agreements, shall be subject to corrective disciplinary action as determined by the Chief of Police.

7.15 UNACCEPTABLE PATTERNS, EXCESSIVE, OR IMPROPER USE OF SICK TIME

- A. Police Department Supervisors will regularly monitor the use of sick time by their respective employees, to document the possible unacceptable patterns, excessive, or improper use of sick time. When an unacceptable pattern, excessive, or improper use of sick time is identified the supervisor shall meet with the employee to discuss the problem. The employee will be given an

opportunity to provide the supervisor with a copy of medical certification or a disability report if they had sought medical care.

- B. The supervisor shall document the results of the meeting on the employee's contact sheet and place any medical paperwork that the employee has provided in the employee's contact sheet file.
- C. If a pattern of sick time use develops, the employee may be requested to provide medical certification that they sought medical care in conjunction with their use of sick time. It is highly recommended that employees keep their medical documentation. The medical certification could then be submitted to the employer to refute any allegations that a pattern of unacceptable sick time use may be developing. Medical certification or a disability report would generally be considered an appropriate use of sick time.

7.16 EXAMPLES OF UNACCEPTABLE PATTERNS, EXCESSIVE, OR IMPROPER USE OF SICK TIME

- A. Calling in sick for an overtime assignment.
- B. Calling in sick for an assignment where the employee was ordered in to work.
- C. Calling in sick the next scheduled duty day after the employee had been ordered in to work an overtime assignment.
- D. If an employee calls in sick for duty, they shall not be allowed to change their sick time to any other type of leave time.
- E. Any other type of recurring patterns, such as calling in sick on the same day, calling in sick on a Monday or Friday in conjunction with a weekend, calling in sick after payday, sick days connected to other types of leave time, the regular use of sick leave in small blocks of time, etc.

7.17 MEDICAL ABSENCE WITHOUT PAY / REQUEST FOR LEAVE

- A. When a leave of absence without pay is requested, a written letter shall be submitted to the Chief of Police through the employee's immediate supervisor.
- B. A leave of absence without pay should not be requested, and will not be approved, unless and until the employee has exhausted all accumulated leave time. The request should include all supporting documentation necessary to make a decision, including:
 - 1. The reason for the request.
 - 2. How long the leave will last (from when to when).
 - 3. Whether it is anticipated that other leave requests will be forthcoming.
 - 4. The appropriate medical support documents, confirming that a leave is medically necessary.
- C. In the event the request is substantiated, and the Department is in a position to approve the request, it will be approved upon the written recommendation of the Chief of Police and the approval of the City Manager. The written letter of approval should state:
 - 1. Future requests may or may not be approved.

2. To return to work, the employee will need to provide a medical release.
 3. While on leave, the employee will be required to pay for insurance, if necessary, and appropriate arrangements must be made through the Human Resources Department in advance of the leave.
 4. The specific dates the leave is approved, (from when to when).
- D. When an employee who requests a leave cannot return on the date specified, the employee must request another leave or absence, which may or may not be approved under the above conditions.
- E. Copies of the request and other documentation must be provided to the Human Resources Department for the employee's personnel file.
- F. Employees absent from work without the permission of the Department head and the City Manager for three (3) consecutive days shall be considered to have voluntarily terminated their employment.
- G. Permission for the absence may be granted after the employee has been absent, when the absence was due to unusual circumstances, which make requests for leave impossible.

7.18 WORKER'S COMPENSATION / FAMILY MEDICAL LEAVE ACT

- A. Employees seeking specific information on Worker's Compensation and Family Medical Leave Act guidelines should contact the Human Resources Department. With regard to payroll issues the following guidelines will apply.
1. When an employee, who works a 12 hour shift schedule, is out on Worker's Compensation, they will not accumulate the automatic bi-weekly Blue Time. This time is solely attached to a worked 12 hour shift. Since the employee is not working a shift, they do not accumulate the Blue Time.
 2. An employee on paid FMLA, who works a 12 hour shift, will accumulate Blue Time at the normal rate, as they are still on a 12 hour shift schedule and they will use 84 hours of time off in a pay period.
 3. An employee out on Workers Compensation or paid FMLA will continue to accumulate 8 hours of holiday time on every holiday, if applicable, during their time off.
 4. An employee out on unpaid FMLA does not accumulate Blue Time or Holiday Time.

7.19 **ON DUTY INJURY**

- A. Employees injured on duty shall complete a City of East Lansing "Report of Injury Form" by the end of their duty day.

7.20 **LIGHT DUTY ASSIGNMENT DUE TO INJURY**

- A. Employees that provide medical documentation stating that they need to be on a light duty assignment for seven calendar days or less, due to an injury that occurred on or off duty, will be assigned to work maintaining their current schedule for hours and days off.
- B. In the event that the light duty assignment lasts longer than seven days, the employee's schedule will be changed to a forty hour week, with no blue time earned. The employee's work schedule of days and hours will be made by the Chief, or the Chief's designee.
- C. In the event that extra staffing is needed in another area of the Department, employees who will be on light duty for longer than seven calendar days may be re-assigned as needed by the Chief or the Chief's designee, honoring the collective bargaining agreement. No blue time will be earned while working on light duty longer than seven calendar days, regardless of the assignment.

7.21 **SAFETY COMMITTEE**

- A. The purpose and mission of the safety committee is to promote safe work habits and conditions, prevent accidents and injuries, and increase safety awareness. An effective safety committee will encourage fellow employees to follow sound safety practices. The safety committee will work to identify and correct safety hazards at the earliest stage.
- B. The safety committee will meet to proactively address safety concerns. The committee will discuss any safety concerns, provide solutions, and disseminate safety information as needed. The duties of the safety committee will include the following.
 - 1. Hold regularly scheduled meetings as needed, and record written minutes of the meeting.
 - 2. Work with management and employees to identify and eliminate hazardous conditions and unsafe work practices in the organization.
 - 3. Report safety issues which cannot be resolved by the committee to the Chief of Police for further action.
 - 4. Listen to employee suggestions on safety issues and bring those suggestions to the meetings for discussion.
 - 5. Review the minutes from the previous meeting on any open items and have answers or a progress report on each open item from the previous meeting.
 - 6. Assign responsibilities and target dates for implementation of corrective action, when needed.
 - 7. Provide written materials on how to prevent work place injuries and

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accidents through proper exercise, stretching techniques, etc.

8. The committee will review the Report of Injury forms and implement or recommend corrective action when needed, to eliminate any unsafe work conditions or practices.
- C. Employees will be required to appear before the safety committee when they are injured on duty to the extent that the employee has to miss work, or be on a light duty status. The employee will be able to answer questions and give first hand detailed information on how the injury occurred.