




COLMA POLICE DEPARTMENT
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M E M O R A N D U M

To: All Personnel

From: Kirk Stratton, Chief of Police 

Date: April 15, 2020

Subject: Directive 2020-005 - PPE Guidelines

Background:

As the COVID-19 pandemic has developed, the department has received updated information from state, federal and local authorities regarding best practices and recommended use of personal protective equipment (PPE). The department has taken proactive steps to make sure our personnel have the necessary equipment to limit their potential exposure and still maintain our ability to effectively and safely serve the needs of our community.

Analysis:

In keeping with the latest direction from the San Mateo County Health Director, all personnel will wear a 3-ply surgical facemask or a cloth mask when interacting with the public on a call for service. Each employee will be issued (10) ten 3-ply surgical masks and one cloth mask, in addition to two N-95 masks. You may also wear a personally owned cloth mask that provides the necessary protection. The 3-ply and cloth masks are to be used in the field and use in patrol vehicles is optional. The only time it will be necessary to use in a vehicle is during transport or field training program. These masks are optional when inside the police department unless interacting with a member of the public. Dispatchers and Administrative staff will also be issued cloth and 3-ply masks to be worn when necessary. The cloth masks can be washed in a washer or hand washed. The 3-ply surgical masks can be re-used unless soiled or damaged.

N-95 Masks:

The N-95 masks are recommended for use when interacting with a known or suspected COVID-19 positive individual. The department has a limited supply of the N-95 masks and will be managed by Sergeant Guerrero. You will be issued two N-95 masks which can be repeatedly used unless soiled or damaged. One additional mask will be located in each vehicle as a backup. If you use this mask it is everyone's responsibility to notify your supervisor for replacement. You are to place your initials in the mask to ensure that masks will not be accidentally used by another member. Refer to the link below for proper wearing and sanitizing. The N-95 masks are for personnel who operate in the field. When contacting someone who is known or suspected of having COVID-19 you are also required to wear issued eye protection and latex gloves.

<https://www.cnbc.com/2020/04/09/how-to-use-and-clean-homemade-face-mask-to-prevent-covid19.html>

All police department employees are to follow this directive until further notice.