



ORLEANS PARISH COMMUNICATION DISTRICT
9-1-1/3-1-1

EMERGENCY DIRECTIVE

DIRECTIVE NUMBER: 20-03

**SUBJECT: Access Restrictions to OPCD Campus and Issuance of PPE during COVID-19
Emergency**

DATE ISSUED/REVISED: 04/03/2020

RELATIVE REFERENCE(S):

ACCREDITATION STANDARD(S): CALEA 3.6.2.

APPROVED BY

Executive Director, OPCD

DATE 04/03/2020

PURPOSE: As the City of New Orleans responds to the impact of COVID-19 it has become necessary to restrict the movement of personnel to prevent the further spread of the virus and protect the integrity of agency operations. The agency will also issue a N95 mask to all OPCD employees to use at their discretion.

DIRECTIVE: All OPCD personal and visitors are restricted from leaving the campus until the end of their scheduled shift. Everyone must remain on campus for breaks and scheduled lunches.

I. GUIDELINES

1. The OPCD campus shall be in “LOCKED DOWN” status and visitors not on official business shall **NOT** be permitted inside of any building.
2. Visitors from external agencies working at the OPCD campus shall only leave the campus in cases of extreme emergency and/or operational necessity.
3. OPCD personnel shall remain on campus for the duration of their assigned shift. The Operations Manager on-duty shall authorize all exemptions to this directive.
4. All OPCD personnel shall be issued one (1) “N95 Mask” to use at their discretion. Personally, responsibility and good hygiene is still the first line of defense to stop the spread of the virus. All staff have been issued a zip-lock bag to store their mask and it is recommended that all employees place their name on the bag. There is no immediate threat that indicates the need to wear this mask is required. It is provided only as an additional level of protection should the employee deem it necessary.
5. There are no plans to replace these masks or issue additional PPE. The agency will re-evaluate should the need arise.
6. This directive shall remain in place until rescinded by the issuing authority.