

# **FINGERPRINTING LIVE SCAN PANDEMIC SAFETY POLICIES AND PROCEDURES**

## **POLICY**

- Marina Macchiagodena and Isaac Cuevas have been assigned as the Archdiocese of Los Angeles COVID-19 Policy Review and Guidance (PRG) Team.
- All procedures will be reviewed and agreed to by the HR Senior Director, Annabelle Baltierra and/or the COVID-19 PRG Team.
- Certain procedures are required by the Archdiocese of Los Angeles others are not. See procedures below for differences. Items that will not be provided or procedures not allowed are:
  - Medical gowns or coverings will not be provided or utilized.
  - No temperatures will be taken of individuals being fingerprinted, volunteers assisting fingerprinting staff or fingerprinting staff.
- Fingerprinting web page will contain an advisory for those wanting to schedule a fingerprinting appointment that if prior to or on the day of their appointment, if they have a fever of 100.4 or greater, are sneezing, coughing, have shortness of breath or have other symptoms associated with COVID-19, they must cancel their appointment. In addition, for the safety of their family and others, they are to come to their appointment by themselves and not bring family or friends with them.

## **PROCEDURES**

- Prior to fingerprinting at the hosting site the Fingerprinting Department will work collaboratively to insure that a safe environment exists for applicants, live scan operators, and assisting volunteers. Safe environment criteria are;
  - Volunteers will be instructed to let each applicant they are making an appointment with know they must wear a face mask to their fingerprinting session, they will be asked to wash their hands prior to being fingerprinting and if they have a fever of 100.4 or greater, are sneezing, coughing, have shortness of breath or have other symptoms associated with COVID-19, they must cancel their appointment.
  - The room provided for fingerprinting by the hosting site is large enough to accommodate applicants, live scan operators, and assisting volunteers keeping in mind the COVID-19 requirements of six feet distance between persons in the room for safe social distance.
  - If one large room cannot be provided, then an adjacent room(s) or other space(s) are to be provided that will allow for six feet social distancing between applicants, live scan operators and volunteers assisting the fingerprinting staff.
  - The room or rooms being provided must have adequate room ventilation and temperature control to ensure proper air circulation.
  - The hosting site will identify the closest bathroom facilities for the applicants to wash their hands prior to being fingerprinting.
  - The hosting site will provide the designated contact person, with a phone number and email for the Fingerprinting Department to contact someone at the hosting site should any questions arise regarding the site, schedule, if changes or a cancellation must take place.
  - Prior to the Host Fingerprinting date, the host will provide the appointment list to the Fingerprinting Department. This will allow the Fingerprinting Department to determine the number of Live Scan stations needed and if the host facility can support those stations.

## DAY OF THE FINGERPRINTING SESSION

- Volunteer(s) assisting fingerprinting staff will be asked to:
  - Ensure individuals entering are wearing face masks
  - Do not have family or friends accompanying them
  - Direct them to the bathroom facilities where they can wash their hands prior to be fingerprinted
  
- The Live Scan Operator procedures are as listed;
  - The Live Scan Operator will arrive an hour before the advertised time to start fingerprinting for setup and site check out. Should any issue(s) arise the LSO will work with the hosting site personnel to resolve the issue(s). The Fingerprinting Department Manager must be contacted immediately in this regard.
  - Once the Fingerprinting Session starts, the LSO is required to do the following;
    - Wear latex/vinyl gloves while fingerprinting and change gloves between each fingerprinting appointment.
    - After each fingerprinting appointment is completed, the LSO will clean/disinfect the fingerprinting equipment for the next fingerprinting appointment.
    - All necessary paper work will be placed aside, into a manila envelope, to insure there is no COVID-19 infection or cross contamination between applicant, Live Scan Operator and office personnel when handling the paper work. This must be done prior to changing out gloves.
    - The LSO SHALL NOT use any device to take the applicant's temperature. The LSO is not a doctor, per the PRG Team.
    - The LSO SHALL NOT wear any gown or covering over clothes for protection.
    - If the LSO wishes, bring a change of clothes with them to change into prior to leaving to go home. It is advised that the clothes they change out of, be placed in a sealed bag to be washed when they arrive home. This is not a CDC or Archdiocese requirement but rather is a recommendation.
  
- Applicant is requested to:
  - Wear a face mask at all times upon entering the hosting site and while participating in the fingerprint session.
  - Not bring family or friends with them into the hosting site or to be with them while being fingerprinted.
  - Wash hands prior to the participating in the fingerprint session.
  - Follow all instructions from the hosting site coordinator or the assigned oversight person, or the LSO fingerprinting the applicant.