

May 29, 2020

BJA FY20 – Coronavirus Emergency Supplemental Funding Project Narrative

Project Title:

COVID First Responder Personal Protective Equipment and Screening Project

Areas Affected by Project:

First Responder - Front Line Law Enforcement Officer Safety

Start Date: January 20, 2020

End Date: January 19, 2022

Background/Problem Statement

The County of Santa Clara Public Health Director and CDC have highly recommended that preventative measures include daily health screening of employees in the face of the COVID pandemic. Public Safety Officers are essential employees and are at high risk of exposure to disease in the course of their normal activities. In response to national, state and local public health recommendations, the Sunnyvale Department of Public Safety (“DPS”) is implementing a comprehensive preventative plan that will protect First Responders who come into daily contact with the community.

The department has updated existing policy related to Personal Protective Equipment (PPE) to meet the recommended guidelines of local, state and federal Public Health organizations. In addition, officers and administrative staff will participate in daily health screening at the beginning of their workday. The purpose of this project is to support implementation of that policy by purchasing additional PPE supplies and acquire health screening devices that are not funded in the City’s operating budget.

Proposed Solution

DPS has identified several sources for digital health screening devices. Kiosks containing the devices will be placed at the entrance to all Public Safety facilities where sworn personnel are assigned or deployed. All persons entering the facilities will be required to

submit to a digital screening where their body temperature will be collected via a monitor and analyzed for indicators of wellness.

DPS will utilize digital health screening to reduce contact and exposure of First Responders who encounter department support staff and the members of the public. The kiosk system will be used to gauge the health and potential exposure of First Responders and administrative support staff on a daily basis. Digital collection of data allows the department to monitor employee health and wellness in real time and with a high degree of accuracy.

The Department of Public Safety will purchase personal protective equipment ("PPE") for use by all sworn personnel who respond to calls for service. The personal protective equipment shall include N95 and P100 respirators, and AAMI Level 3 surgical gowns. Sales tax of 9% is included in this budget. Personal protective equipment provides contact and droplet protection in accordance with guidelines established by Santa Clara County EMS and the Public Health Director. This PPE protects our officers from risk of exposure and illness during the delivery of front-line law enforcement service.

Procedure:

The DPS Management Analyst will be assigned as Grant Administrator for this project, responsible for the following activities:

- a. Work with a Public Safety Captain to identify the equipment and supplies that are funded by this project
- b. Create a project budget in the City's budget tracking and financial system
- c. Obtain governing body approval for appropriation of grant funds to the project
- d. Oversee the purchasing and procurement process

All purchases related to this project will follow the City's Administrative Policy related to purchasing and procurement (Chapter 4, Article 3), attached hereto and incorporated herein by reference. The intent of the purchasing policy is to provide fair and equitable treatment of all supplies, to obtain the highest possible value in exchange for public funds, and to safeguard the quality and integrity of the purchasing process.

Potential Vendors will be pre-screened to ensure that the City does not enter into a procurement contract with any entity or individual that is debarred from receiving funds under a federal award.

The Grant Administrator will monitor the project budget on a regular basis to ensure that the City does not incur obligations or create costs that exceed the project budget.

Project deliverables:

1. Conduct competitive procurement
2. Issue purchase orders or contract for grant funded equipment and supplies
3. Upon receipt of PPEs, deploy to various field units as needed
4. Upon receipt of Kiosks:
 - a. Install at all locations where Public Safety Officers report for duty
 - b. Create and post signage indicating proper use of screening devices
 - c. Communicate via department-wide and city-wide memo the requirements and procedures for screening upon entry to all Public Safety facilities
5. Ongoing:
 - a. Maintain inventory control of PPEs
 - b. Monitor wellness of all persons entering Public Safety Facilities, take action as needed to minimize risk to staff

Prepared by: Elaine Ketell, Senior Management Analyst

Attachments:

1. Sunnyvale Administrative Policy, Chapter 4 Article 3

<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
Add Equipment	Delete Selected	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Digital Health Screening Kiosk (includes 9% sales tax)		10	\$3,626.00	\$36,260	\$0	\$36,260
Total(s)				\$36,260	\$0	\$36,260

Narrative

Add Additional Narrative Text

The County of Santa Clara Public Health Director and CDC have highly recommended that preventative measures include daily health screening of employees in the face of the COVID pandemic.

In response to national, state and local public health recommendations, the Sunnyvale Department of Public Safety ("DPS") is implementing a comprehensive preventative plan that will protect First Responders who come into daily contact with the community.

Kiosks will be placed at the entrance to all Public Safety facilities where sworn personnel are assigned or deployed. All persons entering the facilities will be required to submit to a digital screening where their body temperature will be collected via a monitor and analyzed for indicators of wellness. DPS will utilize digital health screening to reduce contact and exposure of First Responders who encounter department support staff and the members of the public. The kiosk system will be used to gauge the health and potential exposure of First Responders and support staff on a daily basis. Digital collection of data allows the department to monitor employee health and wellness in real time and with a high degree of accuracy.

E. Supplies

Supply Items		Computation				
Provide a list of the types of items to be purchased with grant funds.		Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.				
Add Supply Item	Delete Selected	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Box of 20 3M N95 Respirators (includes 9% sales tax)		6	\$53.50	\$321		\$321
Box of 20 3M P100 Respirators (includes 9% sales tax)		6	\$53.50	\$321		\$321
Case of 20 Surgical Gowns (includes 9% sales tax)		5	\$136.40	\$682		\$682
Total(s)				\$1,324	\$0	\$1,324

Narrative

Add Additional Narrative Text

As part of the comprehensive plan to protect First Responders who have close contact with the community, the Department of Public Safety will purchase personal protective equipment ("PPE") for use by all sworn personnel who respond to calls for service. The personal protective equipment shall include N95 and P100 respirators, and AAMI Level 3 surgical gowns. Sales tax of 9% is included in this budget. Personal protective equipment provides contact and droplet protection in accordance with guidelines established by Santa Clara County EMS and the Public Health Director. This PPE protects our officers from risk of exposure and illness during the delivery of front line law enforcement service.

Budget Summary

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
D. Equipment	\$36,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36,260
E. Supplies	\$1,324	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,324
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Costs	\$37,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,584
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Project Costs	\$37,584	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$37,584
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training										No	

Qty	Item #	Description	Unit Cost	Total Cost
10		WellStationX Temperature Kiosk	3,326.75	33,267.50
6	Box of 20	3M N95 Respirators	49.00	294.00
6	Box of 20	3M P100 Respirators	49.00	294.00
5	Case of 20	Cardinal Surgical Gowns #9548	125.00	625.00
			Subtotal	34,480.50
		Sales Tax	9.00%	3,103.25
			Project Total	\$ 37,583.75
			Grant Total	\$ 37,584.00