April 17, 2020

TO: All Prisons Staff  
All Work Release Staff

FROM: Julie Martin, Deputy Secretary  
Robert Herzog, Assistant Secretary  
Susie Leavell, Reentry Senior Administrator

SUBJECT: Mandatory Face Coverings for Incarcerated Individuals and Residents

On April 10, 2020, the Agency mandated that all persons entering our Prisons, Work Releases, Headquarters, Field offices, Correctional Industries, and Satellite offices wear face coverings over their nose and mouth. This includes mandatory face coverings for incarcerated individuals and residents.

All incarcerated individuals will receive the attached memo, along with a bandana face covering kit. Each kit includes printed instructions, per the Centers for Disease Control (CDC), on how to make a face covering from a bandana, and contains enough materials to make two face coverings. Incarcerated individuals are expected to wear their face covering any time they are outside of their cell/room. Those living in open-bay type areas are expected to wear their face covering anytime they leave their assigned bunk.

Additionally, for staff choosing not to utilize the expired N95 respirators or surgical masks provided by the agency and opt instead to wear an alternative face covering, CDC guidelines must be followed. These guidelines indicate cloth face coverings should “fit snugly but comfortably against the side of the face, be secured with ties or ear loops, include multiple layers of fabric and allow for breathing without restriction.”

During this time, it is also important for all of us to be consistent in our efforts to help slow the spread of COVID-19. Critical to employee safety is maintaining extreme diligence in the proper cleaning and disinfecting of work stations and shared work equipment (i.e., countertops, keys, radios, computers, etc.). We know through contact mapping that shared resources by employees strongly suggests a link between employee-to-employee illnesses. Wearing proper PPE and disinfecting your equipment is crucial in helping to reduce the spread of COVID-19.

The mandatory use of face coverings by our staff and all incarcerated individuals, residents and supervised populations will help keep us all healthy. Please continue to practice social distancing, stay home if you’re sick and remember to wash your hands.

Attachment

"Working Together for SAFER Communities"
April 17, 2020

TO: All Incarcerated Individuals

FROM: Julie Martin, Deputy Secretary
       Robert Herzog, Assistant Secretary
       Susie Leavell, Reentry Senior Administrator

RE: Mandatory Use of Face Coverings

The safety of our employees, incarcerated individuals, residents and supervised population continues to be the top priority for the department, your friends and family and external stakeholders. On April 10, 2020, Secretary Stephen Sinclair sent a memo to staff indicating the mandatory use of face coverings within all DOC locations, to include Prisons, Work Release Centers, Field Offices, Correctional Industries and Satellite Offices, to help protect incarcerated individuals, residents and staff.

Consistent with our continued efforts to protect everyone’s health, this memorandum directs the mandatory use of face coverings by incarcerated individuals in our facilities. This means you must wear a face covering any time you are outside of your cell/room. If you live in an open-bay type area, you must wear a face covering anytime you leave your assigned bunk.

You will receive a kit containing two cloth bandanas, four rubber bands, coffee filters and a tutorial guide. These materials are for you to create two face coverings for yourself. Bandanas may be placed in your laundry bag and washed with your clothing, as long as you still have one for use while the other is being cleaned. The coffee filters should not be placed into laundry, but should be thrown away as needed. If you need a new one, please notify staff in your area and they can provide a replacement. Extra coffee filters have been ordered for all facilities and should arrive soon. Do not share your face coverings with others, and do not touch someone else’s face coverings.

The tutorial guide is the direction provided by the Centers for Disease Control (CDC) on how to fold and wear your bandana face covering, and is the only approved method, as it creates layers of cloth protection and covers your nose and mouth appropriately. Any alterations to the bandana or using/wearing them in any fashion other than described in the tutorial, is prohibited.

Please continue to practice social distancing by maintaining a six foot distance between yourself and others as much as possible, and continue to wash your hands for 20 seconds with soap and water, as these are still considered best practices by the CDC.

Cc: All Superintendents
    All Work Release Supervisors

"Working Together for SAFER Communities"
17 de abril de 2020

PARA: Todos los individuos encarcelados

DE: Julie Martin, Secretaria Adjunta  
Robert Herzog, Subsecretario  
Susie Leavell, Administradora Principal

RE: Uso obligatorio de cubiertas de cara (mascarillas)

La seguridad de nuestros empleados, personas encarceladas, residentes y población supervisada continúa siendo la prioridad principal para el departamento, sus amigos y familiares y las partes interesadas externas. El 10 de abril de 2020, el Secretario Stephen Sinclair envió un memorando al personal indicando el uso obligatorio de cubiertas de cara (mascarillas) en todas las ubicaciones del DOC, incluyendo Prisiones, Reclusorios Nocturnos, Oficinas de campo, Industrias Correccionales y Oficinas satélite, para ayudar a proteger a los individuos encarcelados, residentes y personal.

En consonancia con nuestros esfuerzos continuos para proteger la salud de todos, este memorando dirige el uso obligatorio de cubiertas de cara (mascarillas) para las personas encarceladas en nuestras instalaciones. Esto significa que usted debe utilizar una mascarilla cada vez que esté fuera de su celda/habitación. Si usted vive en un área tipo bahía abierta, usted debe usar una cubierta de cara cada (mascarilla) vez que usted deje su litera asignada.

Usted recibirá un kit que contiene dos pañuelos de tela (bandanas), cuatro bandas de goma, filtros de café y un tutorial de guía. Estos materiales son para que usted cree dos cubiertas de cara (mascarillas) para usted mismo. Las bandanas se pueden colocar en la bolsa de la lavandería y lavarse con la ropa, siempre y cuando todavía tenga una para usar mientras la otra esté siendo lavada. Los filtros de café no deben ser colocados en la lavandería, sino que deben desecharse según sea necesario. Si usted necesita uno nuevo, por favor notifique al personal en su área y ellos pueden proporcionarle un reemplazo. Se han pedido filtros de café adicionales para todas las instalaciones y deberían llegar pronto. No comparta sus cubiertas de cara o mascarillas con otros, y no toque las cubiertas de cara de otra persona.

La guía del tutorial es la instrucción proporcionada por el Centro para el Control de Enfermedades (CDC) sobre cómo doblar y usar la cubierta de la cara (mascarilla) de bandana, y es el único método aprobado, ya que crea capas de protección de tela y cubre su nariz y boca apropiadamente. Se prohíbe cualquier alteración a la bandana o su uso/uso de cualquier forma que no sea la descrita en el tutorial.

Por favor, continúe practicando el distanciamiento social manteniendo una distancia de seis pies entre usted y los demás tanto como le sea posible, y continúe lavándose las manos durante 20 segundos con agua y jabón, ya que estas siguen siendo consideradas las mejores prácticas por el CDC.

Cc: Todos los Superintendentes  
Todos los supervisores de Reclusorios Nocturnos

"Trabajando Juntos para Comunidades Seguras"