July 24, 2020

To: All Superintendents
    All Facility Medical Directors
    All Health Services Managers

From: Arminda Svoboda/Ronna Cole, Prisons Health Services Unified Command
      Incident Commanders
      COVID-19 Medical Group

Subject: COVID-19 Special Population Units Guideline Version #3

**Most current updates are highlighted**

Special Populations: Example: IPU, CRCC Sage East, AHCC K-unit, etc.

The following restrictions will be in effect until further notice.

- **DOC staff working in identified special population units:**
  - Only necessary and assigned staff should have access to this unit.
  - All staff must wash hands before entering and before exiting the unit
  - All staff will wear surgical mask and face shield at all times, except when eating or drinking (in which case social distancing must be maintained)
    - If the face shield became soiled, it would need to be doffed per PPE protocols
    - Face shields must be discarded at the end of a shift
  - No staff interacting with quarantined and/or medically isolated individuals should be entering these units during their assigned shift.

- **Incarcerated individuals:**
  - Individuals must remain in their existing unit, tiers or cells- Facility to determine how that is done
  - Patients will be provided a surgical mask
  - Individuals are restricted from eating in the main dining halls
  - Individuals shall be given pill line at cell-front
  - Individuals may self-quarantine if they choose to
  - Non-medical call-outs shall be restricted unless previously approved by designated custody staff (CUS/Incident Commander)
• Unit CUS will identify two (2) workers per shift who will be responsible for sanitizing/cleaning the units/designated areas multiple times per day (to include day rooms, phones, door knobs, etc.)

• All incarcerated individuals will wear face coverings and practice social distancing in dayrooms and anytime the population comingles.

**If any COVID-19 type symptoms are noted with staff or the incarcerated population, this should be reported IMMEDIATELY to the Incident Command**