March 18, 2020

TO: All Superintendents
All Health Manager Staff

FROM: Julie Martin, Deputy Secretary
Rob Herzog, Assistant Secretary

SUBJECT: COVID-19 Special Population Units Guideline

Identified Populations: All Facility Infirmarys, CRCC Sage Unit and AHCC K Unit (55+ Older Pod Only)

The following restrictions will be in effect until further notice.

□ DOC Staff working in above identified units:
  • Only necessary and assigned staff should have access to this unit
  • Must wash hands before entering and before exiting tier and/or unit
  • No specialized PPE is currently required
  • When possible, staff interacting with quarantined and isolated individuals should not be entering these units

□ Incarcerated Individuals:
  • Restriction of individuals to remain in their existing unit, tiers or cells- facility to determine how that is done
  • Individuals should practice washing hands anytime they enter or exit their cells
  • Restricted from eating in the main chow halls
  • Individuals shall be given medications at their cells which will allow nursing staff to do a wellness check
  • Allow individuals to self-quarantine if they choose to in their cell
  • Non-medical call-outs shall be restricted unless previously approved by designated custody staff (Incident Commander/CUS)
☐ Unit CUS will identify 2 workers per shift that will be responsible for sanitizing/cleaning the units/designated areas multiple times per day (to include day rooms, phones, door knobs, etc.)

☐ Social distancing should be used in day rooms

☐ Any identified Health and Safety issues regarding incarcerated individuals and or staff supervision should be pushed up their respective chain of command.

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

cc:  Julie Martin, Deputy Secretary  
     Rob Herzog, Assistant Secretary

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