March 20, 2020

TO: All Superintendents
All Health Care Managers

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

SUBJECT: Social Distancing Protocols

Objectives:
- Provide for the safety of staff, incarcerated individuals, and the general public.

Social Distancing:
- DOC has implemented social distancing and is encouraging 6 feet of distance between people when able to do so. It is a priority to make social distancing the practice.
- Discourage physical touch/handshakes
- When messaging with the population, where it makes sense, take advantage of JPay, institutional TV (where in place), KIOSK and Cell front delivery. Ensure any internal messaging at your facility you use language that is consistent with department language in previous messaging. Do not use new terms.
  - Encourage staff to model social distancing practices
  - Frequent Management walk abouts to help ensure incarcerated individuals and employees are practicing social distancing
  - All employees are encouraged to give on-site praise and corrections for desired/non-desired behaviors
  - Increase communication with Offender Change Liaisons/Tier Reps as ongoing reminders for social distancing
  - Management staff should meet with Offender Change Liaisons/Tier Reps at least daily to hear concerns and clarify existing directions. Please ensure that those who meet with Offender Change Liaisons/Tier Reps do not provide answers to questions where there is no current direction.

Environmental Cleanliness and Sanitation
- The continued use of Incarcerated porters should occur on every shift in every occupied area.

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- Cleaning will be especially emphasized for shared objects and surfaces (dayroom tables, phones, kiosks, etc.) Utilize trained incarcerated individual work crews.
- Expand the number of porter jobs to ensure enough incarcerated individuals remain available each shift to accomplish ongoing cleaning and sanitation.
- Implement/Enhance 1st shift/extra cleaning crews for deep cleaning of high traffic areas.
- Employ more janitors to clean “Hi touch items” microwaves, hot shots, ice machines, coolers, dayroom TV remotes, phones, games, JPay, Kiosk, doors, tables, handles, etc. High touch items will be cleaned between incarcerated individual use.
- **Medical, vulnerable populations and high traffic areas are a priority.**

**Chains/Inter and Intra Facility Moves**
- Communicate and coordinate unscheduled transfers with HQ Transportation Unit. Refer to March 19, 2020 memo to all Superintendents and Transportation staff Subject: COVID-19 Transport Vehicle Sanitation Expectations. Attached for your ease of review.
- Restrict all unnecessary moves including unit moves.
- Event driven Classification
  - Be extremely conservative when considering overrides for promotions or demotions to help minimize movement of incarcerated individuals.
  - Overrides for promotions or demotions that would result in the relocation of an incarcerated individual must first be cleared by Medical.

**Incarcerated Individual Workers**
- Limit the work crew size to no more than 10. Depending on size of work area, crews may exceed 10 if social distancing (6 foot rule) can be managed.
  - Symptomatic incarcerated workers should not be allowed to go to work.
  - Increase handwashing/sanitizing while at work.
  - Increase hygiene/sanitation education for all workers.
- In all work areas where possible reduce the number of incarcerated workers to a level that can accommodate social distancing (6 feet apart where able).

**Meals**
- Increase social distancing in dining rooms. Adjust seating to accommodate.
  - Reduce dining room numbers to only the amount where you can accommodate the social distancing 6 foot rule.
  - Consider reducing the 20 minute limit time to eat to 15 minutes if necessary to sustain reasonable mainline movement. Consider exceptions for those with special needs.
  - If at all possible units should not share the dining room at the same time. Consider sending to mainline same unit and tier groups to reduce cross contamination.
- Disinfect dining tables, door knobs, and all high-touch areas between unit use.

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- Continue in cell feeding where currently in practice. Local incident command posts should be developing plans in the event we move completely to in-cell feeding.
- SAGE and infirmaries will be fed on unit.
- Incarcerated individuals on quarantine or isolation status will be fed in-cell, in dorm; in room etc.

Programs/Education
- No more students in a classroom than appropriate spacing for social distancing (6ft rule) recognizing classroom sizes vary. Institutions will need to evaluate and ensure this standard is met and maintained. This includes congregate programming within our IMUs.
- Where possible and it makes sense for certain programs implement in-cell packets.
- Continue the use of laptop pilot programs where applicable.
- If program space is limited, court ordered, evidence based, education and other treatment programs should be top priorities while maintaining social distancing practices.
- Utilize DOC Channels to Offer educational programing training modules that can be played on the TV (hygiene practices, exercise videos, T4C, Roots for Success, Redemption, and other programs if available.)

State Libraries
- State Librarians will be working in prison libraries, but libraries are closed due to social distancing (no clerks/porters)
- State Library services will continue by internal mail distribution to units
- Requests for reentry information, including the issuing of public library cards to eligible inmates, will be filled
- Requests for reference and information to meet educational, informational, and recreational needs will be filled via photocopies of library materials or Internet printouts
- The State Library will send pre-screened, unmarked donated books to each facility staff liaison for them to distribute/manage as they see fit

Health Care

Pill line
- Pill line in the units for quarantine/isolation, Sage, AHCC K-Unit 55 and older, and infirmaries
- Stagger Pill line using social distancing.
- HQ Health Services staff is developing a process to seal bags of KOP that can be delivered in-unit to incarcerated individuals by non-clinical staff. This will help reduce pill line movements. Once finalized and sent out for operationalizing, work with your Health Care Manager to implement. Do not let the delivery of these KOP bags become a labor item. Use managers if necessary to avoid delay.

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Diabetic services/ Medical Call Outs

- Implement social distancing to ensure 6 foot spacing (e.g. use of tape or other method)
- Increase movement frequency for this population to allow social distancing and allow the patient to go back to the unit after their medical appointment. As patients return to their unit the next one should be coming.
- Medical is looking at telemedicine options.

Movement

- Stagger movement as much as needed. Explain to our population the effects of keeping distance from others.
- Incident Command Centers will evaluate current movement practices and develop/redesign movement schedules/practices to accommodate operational change identified in these instructions.

Recreation

- Sport activities will encompass social distancing practices. (Handball, basketball, pickle ball, soccer, etc.). Consider establishing tournaments such as chess, free throw shooting, etc.
- No more than 50 at a time in outside recreation yards. Implement processes necessary to ensure equitable access. Where local unit yards exist your ICP shall determine appropriate numbers. This number can be adjusted based on size of yards.
  - Adjust movements to accommodate and provide equitable access to all
  - Utilize portable hand washing stations in areas without sinks if available.
  - Resource local vendors for portable handwashing stations
  - Take advantage of and create in-unit activities while maintaining social distancing
  - Send incarcerated individuals to yard by same unit and tier groups to reduce cross contamination.
  - Increase yard times where possible and into the evening where appropriate security and safety can be maintained.
- Shared exercise equipment (stationary bikes, etc.) must be sanitized after each individual use.
  - Close all Weight rooms and decks except for any incarcerated individual directed by medical as part of a rehabilitation plan.
  - Research and encourage in cell workout/wellness activities.
- Dayrooms-
  - Increase frequency of use
  - Limit numbers based on size of dayrooms

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**Telephone Calls/ JPay/ Kiosks**
- Increase availability, while ensuring social distancing.

**Mail**
- Encourage our population to use the JPay system.
- Ensure incoming mail handling with universal precautions, wash hands routinely when handling mail.

**Property/Clothing Room**
- Have appropriate staff screen the priorities for property exchange.
- Ensure property handling with universal precautions, wash hands routinely.
- Deliver to units where possible
- Practice social distancing when determining how many incarcerated individuals are called to property rooms.

**Store Order/Delivery**
- Limit the number of incarcerated individuals at a time to pick up store maintaining social distancing practices.
- Ensure handling with gloves.

**Religious Services**
- Religious services will continue as noted below
  - Ensure all incarcerated individuals have the ability to practice their religious beliefs independently, or collectively if resources allow while maintaining social distancing of 6 feet. This may require multiple services needing to be provided, if programming area and staffing allows.
  - Ensure religious resources are available for incarcerated individuals to obtain by request from Religious Coordinator (via kite or kiosk) absent the ability to hold in-person services due to lack of resources noted above
  - Increase Religious Coordinator availability to incarcerated population
  - Determine process for equitable access and rotation (if needed) to religious services due to reduced numbers allowed in an area at a given time based on social distancing

**Do not allow incarcerated individuals to determine access or priority for other incarcerated individuals.**

Cc: Julie Martin, Deputy Secretary
    Robert Herzog, Assistant Secretary

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