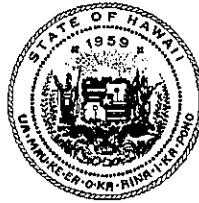


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STATE OF HAWAII  
**DEPARTMENT OF PUBLIC SAFETY**

919 Ala Moana Boulevard, 4th Floor  
Honolulu, Hawaii 96814

No. \_\_\_\_\_

March 30, 2020

Mark K. Patterson, Chair  
Hawaii Correctional System Oversight Commission  
c/o Department of the Attorney General  
425 Queen Street  
Honolulu, Hawaii 96813

Dear Chair Patterson:

Re: Response to March 27, 2020 Request for Information

We are responding to Hawaii Correctional Systems Oversight Commission's ("Commission") request for information pursuant to your letter to Governor David Ige, dated March 27, 2020, with a deadline of close of business today, March 30, 2020. Attached you will find the documents responsive to each request for information.

Request No. 1: All plans developed to date by the Department of Public Safety ["PSD"] related to COVID- 19, including plans that may have been developed independently by contractors that house our inmates in private facilities in Hawaii as well as other states.

Response: See, Attachment A that contains the following documents:

1. Updated PSD Pandemic Response Plan
2. March 12, 2020 Press Release
3. March 20, 2020 Press Release
4. March 23, 2020 Press Release
5. March 27, 2020 Press Release
6. CDC Guidance on Management of COVID-19 Information

This CDC Guidance was distributed by PSD Health Care Division (HCD) to all Wardens/facilities (along with the PSD Revised Pandemic Response Plan) on March 24, 2020.

7. PSD COVID-19 Discussion Bulletin on How to Respond to Coronavirus

Mark Patterson, Chair  
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Discussions by HCD staff have been ongoing at statewide facilities since week of March 9 through present.

8. PSD Infections Disease Clinical Care Guide, Coronavirus Response Checklist.

Discussions by HCD staff have been ongoing at statewide facilities since week of March 9 through present.

9. Saguaro Correctional Center (SCC)

- a. Medical Emergency COVID-19 plan
- b. Civic Response to COVID-19
- c. CoreCivic Frequently Asked Questions

In addition to the attached medical emergency COVID-19 plan, below are other items implemented at SCC in order to limit potential exposure and prevent the spread of coronavirus are:

- Enhanced cleaning/disinfecting and hygiene practices
- Inmate social in-person visitation was suspended as of March 18
- All volunteers entering the facility has been suspended
- Enhanced screening of employees with no-touch infra-red thermometer and verbal health screening questionnaire
- Bi-weekly town hall meetings with all inmates -- sharing information and reminders of importance of good health habits and reporting of fever, cough and/or respiratory issues immediately
- Suspended medical co-pays
- Non-essential programming has been temporarily suspended
- Posters/signage placed in housing units and staff areas showing how to stop the spread of germs
- Medical screened the entire Hawaii population and identified 143 inmates in the higher risk category due to ongoing health issues. These inmates have been moved to separate housing units away from the general population.

CoreCivic also has a website that provides information on our activities. The address is [https://www.corecivic.com/en-us/information-on-covid-19?utm\\_campaign=Blog%20Content&utm\\_source=email&utm\\_content=Information%20on%20COVID-19](https://www.corecivic.com/en-us/information-on-covid-19?utm_campaign=Blog%20Content&utm_source=email&utm_content=Information%20on%20COVID-19). CoreCivic has also activated our Emergency Operations Center in Nashville that is collecting data and managing our COVID-19 response nationwide.

Items 1 through 5 were provided to the Commission on March 23, 2020. The various press releases summarize the efforts taken by PSD to safeguard the health of all inmates and staff in the correctional facilities.

Further, since February 24th there has been a substantial decrease in the jail population. This is due in part to the huge efforts being made by the Judiciary as they work with PSD to reduce the number of people in our jails.

Mark Patterson, Chair  
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In addition to the above, I previously informed the Committee that I was working collaboratively with the Office of the Attorney General and the Judiciary in hopes of enacting potential population relief proposals for OCCC, HCCC, MCCC and KCCC. However, as you may already know, the Office of Public Defender recently filed a writ of mandamus with the Hawaii Supreme Court seeking to have jail sentences suspended or commuted. At this point, I will defer to the Supreme Court's decision on who may be released. It is my understanding that the Supreme Court gave the Public Defender's Office until today to submit a list of inmates who fall into one of three categories based on length of sentence, severity of offense, and whether they are in pretrial status for misdemeanors or petty misdemeanors (with certain exceptions).

Request No. 2: The information on the capacities of each housing unit in each facility, including contract facilities that house inmates under the jurisdiction of PSD. Please also provide for each housing unit information as to whether the unit is configured as cells or dormitories; and the design and operation capacities of each cell and dormitory.

Response: See, Attachment B.

Request No. 3: The most recent information available on the number of inmates housed in each housing unit of each facility, including contract facilities that house inmates under the jurisdiction of PSD.

Response: See, Attachment B.

If there are further questions, please do not hesitate to contact me.

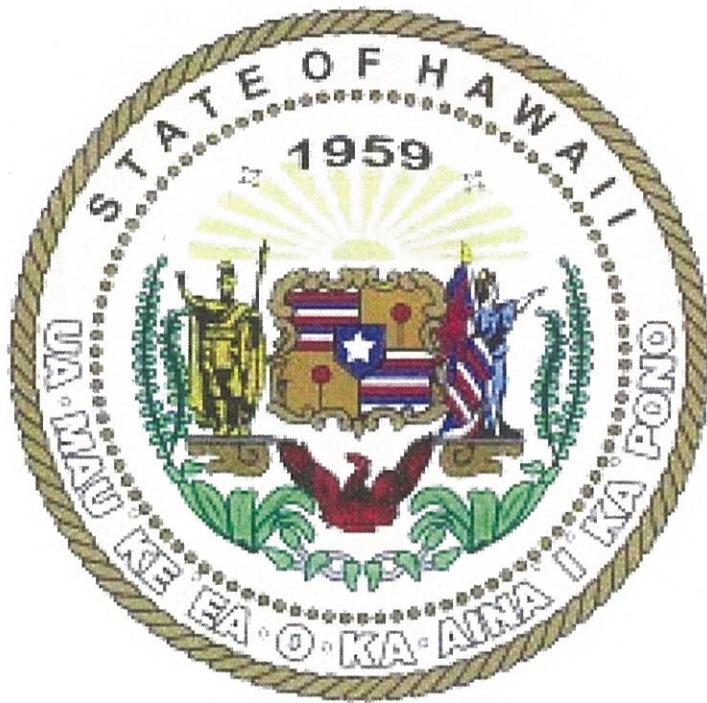
Sincerely,  
  
Nolan P. Espinda  
Director

cc: (By electronic mail)  
Governor David Y. Ige  
Chief Justice Mark E. Recktenwald  
Senate President Ronald D. Kouchi  
House Speaker Scott K. Saiki  
OHA Chair Colette Y. Machado

Enclosures

# **ATTACHMENT A-1**

**State of Hawaii  
Department of Public Safety**



**PANDEMIC RESPONSE PLAN  
COVID-19**

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## Department of Public Safety

Health Care Division

March 23, 2020

## Pandemic Response Plan

COVID-19

### Pandemic Response Plan Overview

The COVID-19 Pandemic Response Plan was developed by VitalCore Health Strategies and approved by Lannette Linthicum, M.D., and the Office of Correctional Health of the American Correctional Association (ACA). The Department of Public Safety reviewed and adopted the plan, which is based upon current guidance from the CDC and adapted for the correctional setting. The newly released "Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities" provides additional detailed guidance from the CDC. It is anticipated that the CDC guidance will continue to change so the plan will require revision accordingly.

COVID-19 presents unique challenges for prevention and containment in the correctional environment. Knowledge about COVID-19 and public health guidance for responding to the Pandemic is rapidly changing. Adaptable and updatable practical tools are needed to develop infection prevention and control plans for COVID-19 across a diverse array of U.S. jails and prisons.

The COVID-19 Pandemic Response Plan provides an outline of infection prevention and control information that should be considered for correctional facilities related to a COVID-19 response. The plan provides supplemental guidance to the previously distributed Infectious Disease Clinical Care Guide and existing policies. The plan outline is paired with a fillable MS WORD® Implementation Worksheet that can be customized to address facility-specific issues of concern.

The 1918-19 influenza pandemic provides important lessons for responding to COVID-19. During the 1918-19 influenza ("flu") pandemic, certain cities fared better than others. Those U.S. cities that both acted promptly to control the flu and implemented multiple layers of protective measures had fewer flu cases and lower overall mortality. The COVID-19 Pandemic Response Plan includes multiple layers of protective measures to minimize the impact of the virus in the correctional environment.

The Pandemic Response Plan includes 13 response elements. Each element is outlined in the plan with a corresponding section of the Implementation Worksheet. When completing the Worksheet, it is recommended to reference the corresponding text in the Pandemic Response Plan. The Worksheet can be readily adapted to meet the unique challenges of a specific facility.

Effective response to the extraordinary challenge of COVID-19 requires that all disciplines in a correctional facility work collaboratively to develop, modify, and implement plans as information and conditions change. Swift, decisive, yet evidenced-based planning is paramount. The intent of this document is to advance our collective efforts to better ensure the health and safety of our correctional employees and our incarcerated population.



## Department of Public Safety

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## Pandemic Response Plan

COVID-19

### COVID-19 Overview

The Department of Public Safety is closely monitoring the spread of the 2019-novel coronavirus (COVID-19). Current information provided by the Center for Disease Control and Prevention (CDC) is included below.

#### What is Coronavirus Disease 2019 (COVID-19)?

Coronavirus Disease 2019 (COVID-19) is a respiratory illness that can spread from person-to-person. The virus that causes COVID-19 is a Novel Coronavirus that was first identified during an investigation into an outbreak in Wuhan, China and is now causing an International Pandemic.

#### How is the virus causing COVID-19 transmitted?

The virus is thought to spread mainly between people who are in close contact with one another (within approximately 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. It also may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

#### What are the symptoms of COVID-19?

Patients with COVID-19 have experienced mild to severe respiratory illness with symptoms of:

- Fever
- Cough
- Shortness of breath

Complications of COVID-19 can include pneumonia, multi-organ failure, and in some cases death.

#### How can I help protect myself?

People can help protect themselves from respiratory illness with everyday preventive actions:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.

#### How long does it take for symptoms to develop?

The estimated *incubation period* (the time between being exposed and becoming ill) averages 5 days after exposure with a range of 1-14 days.

#### Is there a vaccine?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

#### Is there a treatment?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.



## COVID-19 Pandemic Response Plan Elements

### 1. Administration/Coordination

- It is critically important that correctional and health care leadership communicate regularly to review the current status of COVID-19, review updated guidance from the Centers for Disease Control and Prevention (CDC) & the Department of Health, and flexibly respond to changes in current conditions.
- Regular meetings (through video- or tele-conference when social distancing is not possible), should be held, roles and responsibilities for various aspects of the local response determined, and plans developed and rapidly implemented.
- Consideration should be given to activating the Emergency Response Plan within the facility to coordinate response to a crisis.
- Responsibility should be assigned for tracking National and Local COVID-19 updates.

### 2. Communication

- The importance of regular communication with staff, the incarcerated population, and their families cannot be over-emphasized. You cannot communicate too much.
- Specific methods of communication for all groups should be established. Staff should be assigned to be responsible for crafting and disseminating regular updates.
- COVID-19 group educational sessions should be avoided. Instead, communicate educational information to groups through other means, such as electronic and paper methods.
- Key communication messages for employees include:
  - Updates on the status of COVID-19.
  - The importance of staying home if signs and symptoms of fever, cough, or shortness of breath are present
  - The importance of staying home if there is known exposure to COVID-19 without wearing appropriate personal protective equipment (PPE).
  - Reminders about good health habits to protect themselves, emphasizing hand hygiene.
  - Elements of the facility COVID-19 Pandemic Response Plan to keep employees safe, including social distancing.
- Key communication messages to inmates:
  - The importance of reporting fever and/or cough or shortness of breath (and reporting if another inmate is coughing in order to protect themselves). Clear procedures about how reports of symptom observation should be made.
  - Reminders about good health habits to protect themselves, emphasizing hand hygiene.
  - Plans to support communication with family members (when personal visits are suspended or reduced).
  - Plans to keep inmates safe, including social distancing.
- Contact should be made and maintained with the Medical Director and the Department of Health to obtain guidance, especially about managing and testing of persons with respiratory illness for COVID-19.
- Communication should also be established with your local community hospital to discuss referral mechanisms for seriously ill inmates.



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### 3. General Prevention Measures

Throughout the duration of the COVID-19 pandemic, the following general prevention measures should be implemented to interrupt viral infection transmission (see also *Table 1* below).

**Table 1. General Prevention Measures**

- a. Promote good health habits among employees and inmates:
  - 1) Avoid close contact with persons who are sick.
  - 2) Avoid touching your eyes, nose, or mouth.
  - 3) Wash your hands often with soap and water for at least 20 seconds.
  - 4) Cover your sneeze or cough with a tissue (or into a sleeve). Then throw the tissue in the trash.
  - 5) Stop handshakes/fist bumps.
- b. Conduct frequent environmental cleaning of "high touch" surfaces.
- c. Institute social distancing measures to prevent spread of germs (i.e., examine and implement methods to ensure at least 6 feet of distance between individuals, when possible).
- d. Employees must stay at home if they are sick.
- e. Influenza (flu) vaccine is recommended for persons not previously vaccinated.

#### a. Good Health Habits

- Good health habits should be promoted in various ways (e.g., educational videos/posters, assessing adherence with hand hygiene).
- All employees and inmates should view the COVID-19 educational video, which includes measures of prevention and detailed handwashing procedures.
- The CDC Stop the Spread of Germs poster should be posted throughout the facility. The CDC website has additional helpful educational posters: [CDC Posters](#)
- Each facility should ensure that adequate supplies and facilities are available for handwashing for both inmates and employees.
- With approval of the Warden, health care workers should have access to alcohol-based hand rub.
- Provisions should be made for employees and visitors and new intakes to wash their hands when they enter the facility.

#### b. Environmental Cleaning

- The frequency of routine cleaning of surfaces that are frequently touched should be increased. These may include doorknobs, keys, handrails, telephones, computer keyboards, elevator buttons, cell bars, etc.
- One strategy is to increase the number of inmates on workline who are assigned to this duty.
- CDC recommends utilizing an EPA-registered, hospital-grade disinfectants from Schedule N for disinfecting high touch surfaces. See: [List N: Disinfectants for Use Against SARS-CoV-2](#) (Recommended products are both a surface cleaner and disinfectant with a 3-minute wet time or less.)



**c. Social Distancing Measures**

Various administrative measures should be implemented to reduce contact between people and reduce the chance of spreading viruses. Examples of such measures include:

- Minimizing inmate movement
- Providing opportunities for video visits or increasing telephone use
- Increasing the distance between inmates during meal activities, increasing meals to cell opportunities, implementing a rotational system among inmates for dining at the cafeteria
- Temporarily discontinuing group activities or reducing the number of group participants to ensure separation of at least 6 feet between participants
- Discontinuing pill-lines and administering medication at modules
- Assigning workline inmates to open frequently touched doors, as security operations allow
- Staggering recreation and mealtimes (with disinfection in-between groups)

**d. Sick/exposed employees remain home**

- COVID-19 could gain entrance to a facility via infected employees. Staff should be educated to stay home if they have fever and respiratory symptoms.
- If employees become sick at work, they should be advised to promptly report this to their supervisor and go home.
- Employees should be advised to consult their health care provider by telephone.
- If employees have been exposed to a known COVID-19 case, they should stay in home quarantine for 14 days.
- A system should be developed to collect data about employees who are sick or are in home quarantine.

**d. Influenza vaccination**

- While influenza season is still ongoing, flu vaccination remains an important measure to prevent an illness that presents similarly to COVID-19.
- Encourage correctional employees to obtain flu vaccination.
- If there is influenza vaccine still in stock, unvaccinated health care staff (highest priority) and inmates should be offered the flu vaccine.

**4. Visitors / Vendors / Volunteers**

- Inmate personal visits have been suspended, effective March 13, 2020.
- Upon lifting of the suspension, COVID-19 screening of visitors, vendors, and volunteers must be implemented ([Attachment 1](#)).
- Consideration should be given to limiting access to the facility by visitors, volunteers, and non-essential vendors.
- Arrangements should be made to increase options for inmates to communicate with their families via telephone or tele-video, where possible.
- If possible, legal visits should occur remotely.



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# Pandemic Response Plan

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### 5. Employee Screening

- In locations where it is identified that there is sustained COVID-19 community transmission, employees should be screened upon arrival using the COVID-19 Employee Screening form, which asks questions about fever and respiratory symptoms, travel, contact with a known or suspected COVID-19 individual, and temperature check ([Attachment 2](#)).
- A temperature should also be taken ideally with a no-touch infra-red thermometer.
- Screening is generally performed by non-health care personnel.
- Positive screens require notification of the Watch Commander and the employee's immediate supervisor for civilian staff.
- All actions should adhere to the most recent version of the Department of Human Resources Development instructions for "Supervisors and Managers, 2019 Novel Coronavirus (COVID-19), Questions and Answers," currently Version #2.
- Employees who screen positive for symptoms should be sent home and advised to consult their healthcare provider.
- Employees who have had known close contact with a COVID-19 patient, while not wearing appropriate personal protective equipment, should be on home quarantine for 14 days.

### 6. New Intake Screening

- New intakes should be screened for symptoms per established nursing protocols. Consider conducting this screening outdoors or in a covered area (weather and logistics permitting).
- Temperature should be taken, ideally with an infra-red no-touch thermometer.
- Additional questions should be asked regarding travel history and potential exposure to COVID-19.
- New inmate arrivals should be segregated from other inmates until the screening process has been completed.
- If new intakes are identified with symptoms then ***immediately place a face mask on the inmate***, have the inmate perform hand hygiene, and place them in a separate room, preferably with a toilet, while determining next steps. If no face mask is immediately available, instruct inmate to cover mouth/nose with cotton/cotton-blended shirt, tower, or pillow case until a mask is available. Staff entering the room shall wear personal protective equipment (PPE) in accordance with guidance in Element #8.
- Identify inmates who were transferred with the symptomatic new intake for the need for quarantine (see Element #12).
- If new intakes report history of exposure to COVID-19, then they should be placed in quarantine (see Element #12)

### 7. Initial Management and Testing of Cases of Respiratory Illness

- **Source control (placing a mask on a potentially infectious persons) is critically important.** If inmates are identified with symptoms, then ***immediately place a face mask on the patient*** and have them perform hand hygiene.
- Place them in a separate room, preferably with a toilet and sink, while determining next steps. Staff in the same room shall wear personal protective equipment (PPE) as outlined in Element #8.



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- Decisions about how to manage and test inmates with mild respiratory illness should be made in collaboration with the facility Provider or Medical Director and the Department of Health. Many inmates with respiratory illness will not have COVID-19, especially during flu season. It is unlikely that hospitals will have the capacity to evaluate inmates with mild respiratory illness.
- If feasible, during flu season it is recommended that rapid flu tests with nasopharyngeal swab be performed. It is important that nasopharyngeal swabs be performed correctly. See instructional video at: <https://www.youtube.com/watch?v=DVJNWefmHjE>
- It is likely that it will be necessary to isolate or cohort inmates with mild respiratory illness within the facility (see Element #10).

### 8. Personal Protective Equipment (PPE)

- The CDC recommends the following Personal Protective Equipment (PPE) when an individual encounters a person with suspected or confirmed COVID-19.
  - **Face Mask or N95 Respirator.**
    - When N95 respirators are in short supply, they should be reserved for confirmed COVID-19 patients and for use when a patient is undergoing an aerosol-generating procedure including testing for COVID-19.
    - N95 respirators should not be worn with facial hair that interferes with the respirator seal.
    - If N95 respirators are to be used, they must be used in the context of a fit-testing program. Fit testing is specific to the brand/size of respirator to be used.
  - **Gown.**
    - If gowns are in short supply, they can be reserved for times when direct, close contact with a patient is being implemented.
  - **Gloves.**
  - **Eye Protection** (goggles or disposable face shield that fully covers the front and sides of the face).
    - This does not include personal eyeglasses.
    - If reusable eye protection is used, it should be cleaned and disinfected in accordance with the manufacturer's instructions.
- It is strongly emphasized that hand hygiene be performed before and after donning and doffing PPE.
- Train staff who are required to wear PPE. See CDC instructions on donning (putting on) and doffing (removing) PPE: [Comprehensive PPE Training Videos](#) and [PPE Sequence Poster](#).
- Inventory current supplies of PPE.

Table 2. Definitions of "Face Masks" and "Respirators"

**Face Masks:** Disposable FDA-approved masks, which come in various shapes and types (e.g., flat with nose bridge and ties, duck billed, flat and pleated, pre-molded with elastic bands). If face masks are in short supply, use temporary alternative methods of source control, such as the use of cotton/cotton-blended shirts, pillow cases, or towels.

**Respirators:** N-95 or higher filtering, face-piece respirators that are certified by CDC/NIOSH.



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### 9. Transport

Postpone non-essential inmate transports.

Prior to transporting inmates to essential outside appointments and transferring inmates between facilities, procedures should be established to ensure required screening is conducted by nursing. Positive screens should remain at the sending facility until cleared by the Provider.

If a decision is made to transport a patient with signs and symptoms of severe respiratory illness to a health care facility, the following guidance for transport should be followed.

- Notify the receiving health care facility of the pending transport of a potentially infectious patient.
- Patient wears a face mask and performs hand hygiene.
- Correctional officer wears face mask (or N-95 respirator). Wear gloves, gown, and eye protection if in close contact with inmate prior to transport.
- Prior to transporting, all PPE (except for face mask/N-95 respirator) is removed and hand hygiene is performed. This is to prevent contaminating the driving compartment.
- Ventilation system should bring in as much outdoor air as possible. Set fan to high.
- Do NOT place air on recirculation mode.
- Weather permitting, drive with the windows down.
- Following the transport, if close contact with the patient is anticipated, put on a new set of PPE. Perform hand hygiene after PPE is removed.
- After transporting a patient, air out the vehicle for one hour before using it without a face mask or respirator.
- When cleaning the vehicle, wear a disposable gown and gloves. A face shield or face mask and goggles should be worn if splashes or sprays during cleaning are anticipated.
- Clean and disinfect the vehicle after the transport utilizing a hospital grade disinfectant (EPA Schedule N, see Element #3).

**Table 3. Definitions of “Medical Isolation” and “Quarantine”**

**Medical Isolation:** refers to the procedure of separating a person, in a single cell or by cohorting, who is already sick from others who are not ill in order to prevent the spread of disease.

**Quarantine:** refers to the procedure of separating and restricting the movement of persons who are NOT sick, yet who were exposed to a contagious disease in order to quickly identify those who may become sick during the incubation period (up to 14 days for COVID-19).

### 10. Medical Isolation / Cohorting (*Symptomatic Persons*)

A critical infection control measure for pandemic viral infection is to promptly separate inmates who are sick with viral infection symptoms from other inmates who are not ill. Inmates can be isolated in private cells or rooms.

Alternatively, groups of sick inmates can be housed together or cohorted in a separate cell, unit, quad, or module depending on the number of inmates affected by viral infection symptoms.

- ***To minimize the likelihood of disease transmission, inmates who are medically isolated or cohorted should wear a face mask while isolated.*** Face masks should be replaced as needed.



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- The cells or rooms where inmates with respiratory illness are either housed alone or cohorted should be identified with the relevant CDC Transmission-Based Precautions sign(s) (e.g., Contact Precautions and Droplet Precautions). See Attachment 3 and Attachment 4. According to the CDC, no special air handling is required for COVID-19 at this time.
- The door to the Medical Isolation Cell should always remain closed , except when staff must enter and exit the cell, or when the medically isolated inmate must enter and exit the cell for treatment or bathroom use.
- Dedicated medical equipment (e.g., blood pressure cuffs should be left in room (ideally) or decontaminated in accordance with manufacturer's instructions).
- Depending on the degree and severity of illness among inmates, bunk beds may or may not be suitable. Ideally, the Medical Isolation unit should have a bathroom attached. If not, inmates must wear a face mask to go to the bathroom outside the room.
- If individuals with respiratory illness must be taken out of the isolation room, they should wear a face mask and perform hand hygiene before leaving the room.
- If an inmate who is in medical isolation must undergo a procedure that is likely to generate aerosols (e.g., suctioning, administering nebulized medications, testing for COVID-19), they should be placed in a separate room. An N95 respirator (not a face mask), gloves, gown, and face protection should be used by staff.
- Management of laundry, food service utensils, and medical waste should also be performed in accordance with routine procedures.
- In large dorm settings or camps, medical isolation may not be a possibility. If medical isolation is not feasible, attempt to place the beds of sick inmates at a distance of at least 6 feet from other inmates and mandate that those sick individuals wear a face mask. In this case, aggressive enforcement of the requirement that patients continue wearing a mask is critical.
- Admission to and Discharge from Medical Isolation must be ordered by a Provider.

### 11. Care for the Sick

- There are no specific treatments for COVID-19 illness. Care is supportive.
- Treatment consists of providing hydration and comfort measures, as needed. The recipe for oral rehydration solution is shown in Table 4 below.
- Anti-Pyretic (Ibuprofen or Tylenol) can be administered as needed for fever.
- Patients should be assessed at least twice daily for signs and symptoms of shortness of breath or decompensation.
- A low threshold should be used for making the decision to transport an inmate to the hospital if the inmate develops shortness of breath.

Table 4. Oral Rehydration Solution Recipe

1-gallon clean water

10-tablespoons of sugar

4-teaspoons salt

**Directions:** Stir up. Do not boil. Can add sugar-free drink mix to flavor. Use within 24 hours.



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### 12. Quarantine (Asymptomatic Exposed Persons)

- If contacts to COVID-19 are identified, it may be appropriate to identify close contacts to suspected or confirmed COVID-19 cases and quarantine them in a separate unit.
- The purpose of quarantine is to assess and monitor inmates who are asymptomatic and known or suspected to have been exposed to the virus. Quarantine separates asymptomatic inmates who are known or suspected to have been exposed to the virus from symptomatic inmates, as well as from asymptomatic inmates who have not been exposed to the virus.
- Exposure is defined as having been in a setting where there was a high likelihood of contact with respiratory droplets and/or body fluids of a person with suspected or confirmed COVID-19.
  - Examples of close contact include sharing utensils, riding in proximity in the same vehicle, or any other contact between persons likely to result in exposure to respiratory droplets. Close contact typically does not include activities such as walking by an infected person or sitting across from a symptomatic patient in a waiting room or office.
- The door to the Quarantine Room should remain closed. A sign should be placed on the door of the room indicating that it is a Quarantine Room, which lists recommended personal protective equipment (PPE) (see [Attachment 5](#)).
- (*Only if there is a sufficient supply of face masks*) To minimize the likelihood of disease transmission to fellow quarantined persons, those who are placed in quarantine should be required to wear a face mask while in quarantine. Face masks should be replaced as needed.
- The mortality rates for COVID-19 increase substantially with age and for individuals with underlying medical conditions (e.g., pregnant, diabetes, heart disease, lung disease). Facilities should maintain a list of vulnerable inmates who are 60 and older and who have underlying medical conditions. If feasible, facilities should quarantine vulnerable inmates in single cells.
- As feasible, the beds/cots of quarantined inmates should be placed at least 6 feet apart.
- Quarantined inmates should be restricted from being transferred, having in-person visits, or mixing with the general population.
- A face mask is recommended for staff who are in direct, close contact (within 6 feet) of quarantined inmates.
- At least daily or as specified by nursing protocol/policy, inmates in quarantine should be screened for symptoms including temperature. Symptomatic patients should be evaluated for the need to be medically isolated or cohorted.
- The duration of quarantine for COVID-19 is the 14-day incubation period.
- Refer to Infectious Disease Clinical Care Guide for additional guidance.

### 13. Surveillance for New Cases

- It takes 14 days after a case of COVID-19 has been confirmed to determine whether the infection has spread to others.
- Inmates and staff should immediately report suspected cases of COVID-19 to the medical unit.
- Daily screening of workline inmates, who provide services within the facility (e.g., kitchen, janitorial, laundry), is recommended to prevent infection in multiple locations.



## Department of Public Safety

Health Care Division

March 23, 2020

# Pandemic Response Plan

COVID-19

### COVID-19 Pandemic Response Plan Implementation Worksheet

This MS Word® template worksheet is designed for facilities to operationalize the guidance in this COVID-19 Pandemic Response Plan. It should be adapted to the unique needs of your facility.

Date Updated:

Completed by:

#### 1. Administration/Coordination

a. Identify members of the facility leadership team responsible for COVID-19 pandemic response planning and implementation, including roles and responsibilities:

b. How will facility administration regularly meet?

c. Who is responsible for monitoring COVID-19 updates from CDC and Hawaii Department of Health?

CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Hawaii Department of Health Websites:

<https://health.hawaii.gov/news/covid-19-updates/>

<https://health.hawaii.gov/docd/advisories/novel-coronavirus-2019/>

<https://health.hawaii.gov/docd/for-healthcare-providers/news-updates/>

#### 2. Communication

a. The mechanisms for regular updates (paper/electronic/telephonic) will be as follows:

- Staff:
- Inmates:
- Families of inmates:

b. The following staff are responsible for communicating with stakeholders:



## Department of Public Safety

Health Care Division

March 23, 2020

## Pandemic Response Plan

COVID-19

c. Department of Health:

Oahu (Disease Reporting Line): (808) 586-4586  
Maui District Health Office: (808) 984-8213  
Kauai District Health Office: (808) 241-3563  
Big Island District Health Office (Hilo): (808) 933-0912  
Big Island District Health Office (Kona): (808) 322-4877  
After hours on Oahu: (808) 600-3625  
After hours on neighbor islands: (800) 360-2575 (toll free)

Fax: (808) 586-4595

d. Communicate with the Hawaii Department of Health and discuss guidance on management and COVID-19 testing of persons with respiratory illness.

Document date of communication and the plans discussed:

e. Local community referral hospital:

Phone:

3. General Prevention Measures

a. Good Health Habits: How will good health habits be promoted with your staff (e.g., posters, leadership emphasizing hand hygiene, educational video, email messages to staff)?

- 1) Are there facilities for employees and visitors to wash hands when entering and leaving the facility? YES NO If no, what are the plans to address this issue?
  
- 2) Are there facilities for inmates to wash hands at intake? YES NO If no, what are the plans to address this issue?
  
- 3) Are soap dispensers or hand soap available in all employee and inmate restrooms? YES NO What is the plan to ensure soap dispensers are refilled regularly?
  
- 4) What is the plan to ensure inmates have an adequate supply of soap?
  
- 5) Are signs for hand hygiene and respiratory etiquette visibly posted at the entry, in modules, and other high traffic areas? YES NO



## Department of Public Safety Health Care Division

March 23, 2020

# Pandemic Response Plan

COVID-19

b. Environmental Cleaning:

(If necessary) purchase EPA hospital-grade disinfectants from Schedule N:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.

(Recommended products are both a surface cleaner and disinfectant with a 3-minute wet time or less.)

Identify "high-touch" surfaces in the facility (e.g., doorknobs, handrails, keys, telephones):

The following plan will be implemented to increase the frequency and the extent of cleaning and disinfection of high-touch surfaces in this facility:

c. Social Distancing Measures: What administrative measures will your facility implement to increase social distancing (Review across all Sections in the facility)?

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)

d. Sick/Exposed Employees Remain Home: Does communication with employees include the message that they should stay home when sick or under quarantine? YES NO  
If NO, what corrective action will be implemented?

e. Influenza Vaccination: Is there flu vaccine in stock? YES NO If yes, number of doses?  
If yes, what plans are there to continue offering vaccination to health care staff and inmates who have not been vaccinated?



## Department of Public Safety

Health Care Division

March 23, 2020

## Pandemic Response Plan

COVID-19

### 4. Visitors / Vendors / Volunteers

What changes in procedures/polices are being instituted in response to COVID-19 for:

a. Visitors:

b. Volunteers:

c. Vendors:

d. Attorneys:

### 5. Employee Screening

Do you have an infrared no-touch thermometer for employee screening? YES NO

When did your facility implement employee screening?

The following system will be utilized for employees to report illness/exposures:

The following system will be used to track employee illness/exposures:



**Department of Public Safety**  
Health Care Division

March 23, 2020

**Pandemic Response Plan**

**COVID-19**

**6. New Intake Screening**

*It is recommended that new arrivals be isolated from rest of population until screening is performed. New intakes should be screened with temperature and questionnaire.*

Where will screening occur?

Who will conduct screening?

What other screening logistics are being considered?

**7. Initial Management and Testing of Cases of Respiratory Illness**

*It is recommended that individuals with symptoms be immediately issued a face mask and be placed in a separate room with a toilet and sink.*

What separate room will be used for this purpose?

Do you have capacity in this facility to perform rapid flu tests? YES NO

If yes, what are the plans to ensure competency in nasopharyngeal swabbing?

What are current recommendations from your Medical Director and the Hawaii Department of Health regarding COVID-19 testing?



## Department of Public Safety

Health Care Division

March 23, 2020

## Pandemic Response Plan

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### 8. Personal Protective Equipment

Date: What is the current inventory of the following

Face Masks:

N-95 respirators:

Gowns (disposable):

Gowns (washable):

Eye Protection- Goggles:

Eye Protection—Disposable face shields:

What is your plan for securing and maintaining an adequate supply of PPE?

If respirators are available, but in limited supply, what activities will they be prioritized for?

What is your plan for fit-testing adult correctional officers?

What is your plan for fit-testing health care workers?

How does the facility plan to train adult correctional officers in donning and doffing of PPE?

Who will conduct the training?

Who will organize the training?

When will the training occur?

How does the facility plan to train Health Care Workers in donning and doffing of PPE?

### 9. Transport

What is your plan for training transport staff on procedures for transport?



## Department of Public Safety

### Health Care Division

March 23, 2020

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### 10. Medical Isolation / Cohorting (*Symptomatic Inmates*)

What is your capacity for medically isolating inmates in single cells with a toilet?

Where will medical isolation cells be located?

What is your capacity for cohorting inmates in cells, quads, modules, or dorms, with toilets/sinks?

What areas of the facility have been designated for medical isolation in cohorts?

What is your plan for designating and training officers assigned to medical isolation cells, quads, modules, or dorms on isolation room procedures?

### 11. Care for the Sick

Do you have an adequate supply of Ibuprofen/Tylenol and other medications for supportive care of a respiratory illness?

What is your facility plan for monitoring ill inmates?

### 12. Quarantine (*Asymptomatic Exposed Inmates*)

What cells, quads, modules, and dorms could be used for group quarantine?

How do you plan to monitor inmates under quarantine?

What is your plan for supplying face masks needed for an entire housing unit of inmates for a period of 14 days?

What is your plan/ability to provide single cells for exposed persons who have risks for complications (e.g., over age 60 or with medical risk factors)?



## Department of Public Safety

Health Care Division

March 23, 2020

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### 13. Surveillance for New Cases

What is the facility plan for notifying the medical unit of suspected COVID-19 cases by inmates and staff?

What is the facility procedure for daily screening of workline inmates?



**Department of Public Safety**  
Health Care Division

March 23, 2020

**Pandemic Response Plan**  
**COVID-19**

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**Attachment 1. COVID-19 Visitor/Vendor/Volunteer Screening Tool**

**DEPARTMENT OF PUBLIC SAFETY**  
**CORONAVIRUS DISEASE 2019 (COVID-19)**  
**VISITOR/VENDOR/VOLUNTEER SCREENING TOOL**

**SECTION A (TO BE COMPLETED BY VISITOR/VENDOR/VOLUNTEER)**

<b>Please complete the following:</b>	
Date of Requested Entrance	
Name	
<b>1. Please answer the following questions:</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	In the last 14 days, have you traveled outside Hawaii?
<input type="checkbox"/> Yes <input type="checkbox"/> No	In the last 14 days, were you within 6 feet of someone who had or is suspected to have coronavirus?
<b>2. Do you have any of the following?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fever
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cough
<input type="checkbox"/> Yes <input type="checkbox"/> No	Shortness of Breath
<b>3. Temperature</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can staff take your temperature?

**SECTION B (TO BE COMPLETED BY STAFF)**

<b>4. Take Temperature</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the temperature of the visitor/vendor/volunteer 100.4°F or above?
<b>5. Clearance</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the visitor/vendor/volunteer clear for purpose of this screening to enter the facility?

Staff Name: \_\_\_\_\_

Staff Title: \_\_\_\_\_

Facility: \_\_\_\_\_



# Department of Public Safety

Health Care Division

March 23, 2020

# Pandemic Response Plan

COVID-19

## Attachment 2. COVID-19 Employee Screening Tool

### DEPARTMENT OF PUBLIC SAFETY CORONAVIRUS DISEASE 2019 (COVID-19) EMPLOYEE SCREENING TOOL

#### SECTION A (TO BE COMPLETED BY EMPLOYEE)

<b>Please complete the following:</b>		
Date		
Employee Name		
<b>1. Please answer the following questions:</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	In the last 14 days, have you traveled outside Hawaii?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	In the last 14 days, were you within 6 feet of someone who had or is suspected to have coronavirus, while not wearing recommended Personal Protective Equipment (PPE)?	
If the employee traveled outside the State of Hawaii within the last 14 days or had close contact with someone who had or is suspected to have coronavirus while not wearing recommended personal protective equipment, immediately contact the Watch Commander and/or the immediate supervisor for civilian staff.		
<b>2. Do you have any of the following?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fever	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Cough	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Shortness of Breath	
If the employee answered YES, immediately contact the Watch Commander and/or the immediate supervisor for civilian staff.		
<b>3. Temperature</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Can the screener take your temperature?	
If the employee does not permit staff to take the temperature, immediately contact the Watch Commander and/or the immediate supervisor for civilian staff.		

#### SECTION B (TO BE COMPLETED BY SCREENER)

<b>4. Take Temperature</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the temperature of the employee 100.4°F or above?	
If the employee has a temperature of 100.4°F or above, immediately contact the Watch Commander and/or the immediate supervisor for civilian staff.		
<b>5. Clearance</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the employee clear for purpose of this screening to enter the facility?	
If all of the above are negative, CLEAR the employee for entrance to the facility. Complete screener name, title, and facility.		

Screener Name: \_\_\_\_\_

Screener Title: \_\_\_\_\_



Attachment 3. CDC Contact Precautions Sign

**STOP CONTACT PRECAUTIONS EVERYONE MUST:**

 Clean their hands, including before entering and when leaving the room.

**PROVIDERS AND STAFF MUST ALSO:**

 Put on gloves before room entry.  
Discard gloves before room exit.

 Put on gown before room entry.  
Discard gown before room exit.  
**Do not wear the same gown and gloves for the care of more than one person.**

 Use dedicated or disposable equipment.  
Clean and disinfect reusable equipment before use on another person.

 U.S. Department of Health and Human Services  
Centers for Disease Control and Prevention



## Department of Public Safety

Health Care Division

March 22, 2020

## Pandemic Response Plan

COVID-19

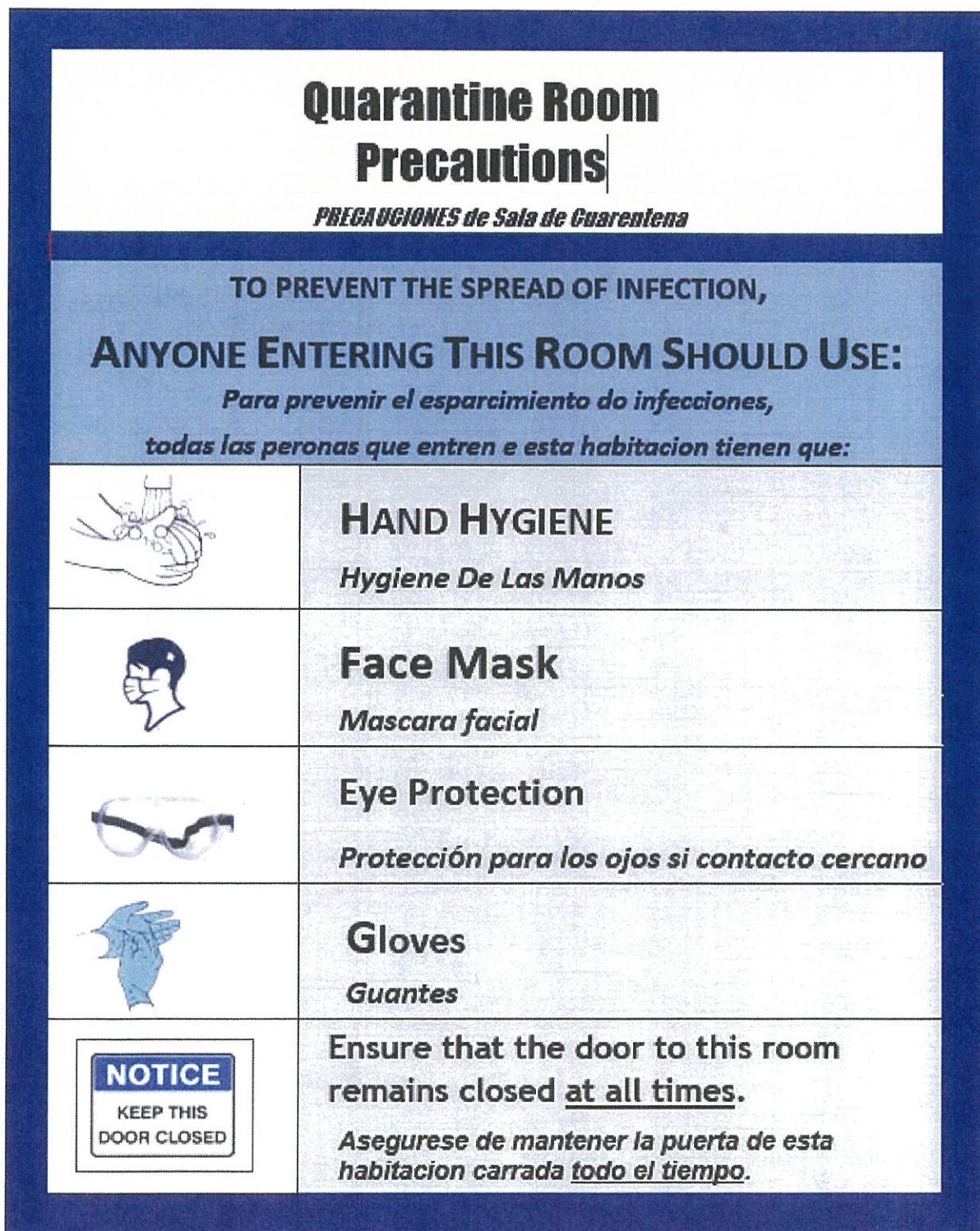
Attachment 4. CDC Droplet Precautions Sign



150003451



Attachment 5. Quarantine Room Precautions Sign





# **ATTACHMENT A-2**



## DEPARTMENT OF PUBLIC SAFETY

DAVID Y. IGE  
GOVERNOR

NOLAN P. ESPINDA  
DIRECTOR

FOR IMMEDIATE RELEASE

Mar. 12, 2020

### **DEPARTMENT OF PUBLIC SAFETY CORRECTIONAL FACILITIES SUSPENDING INMATE PERSONAL VISITS**

HONOLULU – Public Safety Department Director Nolan Espinda announced, effective tomorrow (3/13/20) and until further notice, all correctional facilities will be suspending inmate personal visits. At this point this action does not impact the continuation of other scheduled official and attorney visits.

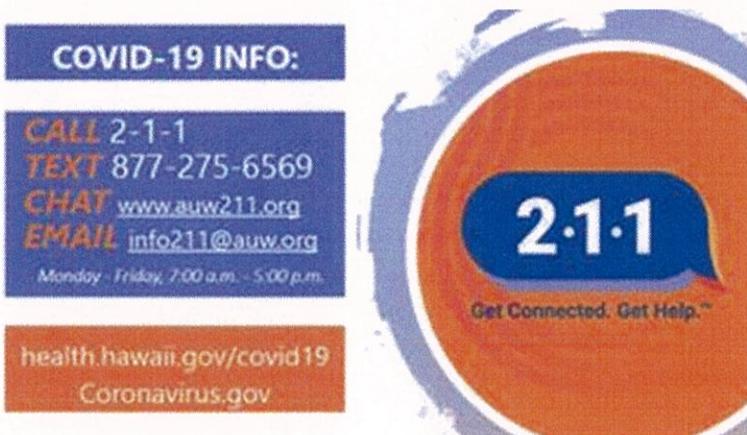
"We understand how important visits are to the inmates as well as their family members, but we also understand that COVID-19 may eventually be present at one of our facilities and that is why, out of an abundance of caution, we are suspending personal visits at our facilities statewide," said Director Espinda. "The health and safety of the public, our staff and the inmates they oversee is of paramount importance to us, and we are taking steps to protect them."

The Department of Public Safety Health Care Division has gone to great lengths to make sure a comprehensive plan is in place to safeguard the health of all inmates and staff in the correctional facilities. No inmates have met PUI (Persons Under Investigation) criteria for COVID-19. Health care staff have had continuous, open dialogue with the Department of Health, and all facility staff have been fully briefed on the protocol.

Health Care staff have been making themselves available in the inmate housing units to answer questions from inmates. They are reminding the inmates of proactive ways they can help prevent the spread of germs, including covering their coughs and sneezes, frequent handwashing, sanitizing their common living areas, refraining from sharing cups and utensils with others, and limiting close contact. Educational posters reinforcing good hygiene and germ prevention have been posted in all common areas. They have also been reminded, if they aren't feeling well, to report it immediately.

Recently, the PSD administration directed staff to increase the frequency of cleaning/sanitizing high-use areas within civilian offices and facilities, along with ensuring adequate access to cleaning materials and hand soap for all. Daily emails with the latest COVID-19 information, guidance and recommendations from the Centers for Disease Control and from the Hawaii Department of Health are being sent to all employees to keep everyone informed.

The Public Safety Department encourages everyone to visit the Hawaii Department of Health COVID-19 webpage for the most up-to-date information on the virus at [www.health.hawaii.gov/covid19](http://www.health.hawaii.gov/covid19). They can also get connected through 211.



# # #

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# **ATTACHMENT A-3**



## DEPARTMENT OF PUBLIC SAFETY

DAVID Y. IGE  
GOVERNOR

NOLAN P. ESPINDA  
DIRECTOR

FOR IMMEDIATE RELEASE

Mar. 20, 2020

### **DEPARTMENT OF PUBLIC SAFETY COVID-19 INFORMATIONAL AND PROCEDURAL UPDATES**

HONOLULU – This is a Department of Public Safety informational and procedural update for 3/20/20. No inmates have met PUI (Persons Under Investigation) criteria for COVID-19. (Note: schedules and information included in this news release are subject to change at a moment's notice as the overall situation and the State's response to COVID-19 evolve day-by-day.)

#### **Correctional Facility Entry**

As part of the Department of Public Safety's COVID-19 prevention efforts, Hawaii correctional facilities are implementing enhanced screening at entry points. Currently the facilities have signs posted warning people not to enter if they exhibit symptoms, have traveled outside of Hawaii in the last 14 days or been in contact with someone who has the confirmed virus. The enhanced screening, which includes no-touch temperature check of all entering the facilities, is being phased in to eventually include all facilities throughout the state.

All Hawaii correctional facilities are expanding the outside visitor suspension to include entry by volunteers, effective immediately, and until further notice. Attorneys are still allowed to come in-person to see their clients, but they will undergo enhanced screening and be asked to practice social distancing. Vendors and contractors providing inmate health and safety products and services will also go through enhanced screening. Anyone exhibiting symptoms will be restricted from entering.

In-person visitation at Saguaro Correctional Center in Eloy, Arizona is suspended until further notice. Video visits may be offered by churches from around the state for families to connect with their incarcerated loved ones. We ask that families contact the locations for the latest schedule updates, prior to appearing in person.

“The Department recognizes the value of visitation and the services that volunteers provide, however we must make the difficult decision in order to protect the health and wellness of all who live in, work in, and visit our state prisons and jails,” said Public Safety Director Nolan Espinda. “We are implementing some alternative measures to accommodate inmates during this temporary situation”.

These extra measures include:

- Increased phone call duration – Inmates are already afforded an unlimited number of personal calls per day. The personal call duration will be increased to allow up to 30 minutes per call.
- Increased out of cell time – Inmates will be afforded extra out-of-cell and recreation time, as staffing levels allow.
- Increased access to store orders/commissary.

### **Work Furlough Program**

Job-seeking and resocialization passes are suspended until further notice.

### **Hawaii Paroling Authority**

The Hawaii Paroling Authority (HPA) board is suspending all parole hearings for two weeks, effective immediately. Hearings are scheduled to resume on 4/3/20.

Signs have been posted outside for parolees and inside for HPA staff with the latest updates. An information hotline is being established for the general public.

HPA employees have been informed and signs have been posted with the following current office procedure changes:

- The Hawaii Paroling Authority waiting room areas are closed. All parolees are instructed to sign-in at the reception window and wait outside until called back in for his or her appointment.
- Parole Officers will only conduct office contacts on their Duty Officer days, in the newly designated areas and have been instructed to emphasize telephone contact with parolees when possible.
- No travel permits via inter-island or US mainland will be approved for parolees at this time.

- Any parolees reporting symptoms of COVID-19, will be immediately referred to their doctor.

### **Correctional Facility Programs and Services**

In an effort to limit possible exposure, each facility is addressing its unique programming needs accordingly. Each facility's program schedules are subject to change at a moment's notice, due to the rapidly evolving situation and the state's response to COVID-19.

Correctional services such as: security, health care, food service, and facility operations/maintenance will continue as scheduled.

Essential medical specialist transports, hospital and emergency transports will continue as needed.

### **PSD Health Care Division Updates**

The Department of Public Safety Health Care Division has gone to great lengths to make sure a comprehensive plan is in place to safeguard the health of all inmates and staff in the correctional facilities. No inmates have met PUI (Persons Under Investigation) criteria for COVID-19. Some prevention measures implemented include:

- Health Care staff have been reminding the inmates of proactive ways they can help prevent the spread of germs, including covering their coughs and sneezes, frequent handwashing, sanitizing their common living areas, refraining from sharing cups and utensils with others, and limiting close contact.
- An educational video on COVID-19 has been shared with the facilities as well as the intake service centers. All current and new inmates are reviewing the video and receiving educational instruction on COVID-19, measures of prevention, and handwashing instructions.
- Educational posters reinforcing good hygiene and germ prevention have been posted in all common areas.
- Inmates have also been reminded, if they aren't feeling well, to report it immediately.

Health care staff have had continuous, open dialogue with the Department of Health, and facility staff are being briefed on the protocol as the situation changes day-by-day.

Staff have been reminded to frequently wash their hands and refrain from touching their faces, per CDC-recommended guidelines. Daily emails with the latest COVID-19 information, guidance and recommendations from the Centers

for Disease Control and from the Hawaii Department of Health are being sent to all employees to keep everyone informed.

For more information on PSD's response to COVID-19 visit our webpage at:  
<http://dps.hawaii.gov/blog/2020/03/17/coronavirus-covid-19-information-and-resources/>

The Public Safety Department also encourages everyone to visit the Hawaii Department of Health COVID-19 webpage for resources and the most up-to-date information on the virus at <https://HawaiiCovid19.com>. The public can also get connected through 2-1-1.

# # #

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# **ATTACHMENT A-4**



## DEPARTMENT OF PUBLIC SAFETY

DAVID Y. IGE  
GOVERNOR

NOLAN P. ESPINDA  
DIRECTOR

FOR IMMEDIATE RELEASE

Mar. 23, 2020

### **DEPARTMENT OF PUBLIC SAFETY COVID-19 INFORMATIONAL AND PROCEDURAL UPDATES (3/22/20)**

HONOLULU – This is a Department of Public Safety informational and procedural update for 3/23/20. No inmates have met PUI (Persons Under Investigation) criteria for COVID-19. (Note: schedules and information included in this news release are subject to change at a moment's notice as the overall situation and the State's response to COVID-19 evolve day-by-day.)

#### **Work Furlough Program**

Effective today 3/23/20 at 4:30 p.m. and until further notice, all inmate work furlough passes are suspended. This is in addition to the already announced suspension of job-seeking and resocialization furlough passes.

Hawaii Correctional Industries (HCI) outside community service work lines are suspended until further notice.

#### **Correctional Facility Programs and Services**

In an effort to limit possible exposure to staff and inmates, all non-essential programming has been temporarily suspended.

Correctional services such as: security, health care, food service, and facility operations/maintenance will continue as scheduled.

Essential medical specialist transports, hospital and emergency transports will continue as needed.

### **Inmate phone calls**

Alternative measures to accommodate inmates during the temporary program suspension include:

- Increased phone accessibility – Inmates are afforded an unlimited number of pre-paid and collect 15-minute personal phone calls. The personal call duration has been increased to allow up to 30 minutes per call.
- Free phone calls – GlobalTel Link (GTL) is providing two free five-minute calls per week for the next four weeks.

### **Previous update information issued 3/20/20:**

- Enhanced screening implemented at entry points to include no-touch temperature checks and verbal health screening questions.
- Correctional facility entry suspensions include volunteers, non-essential program staff and personal inmate visitors. (Attorneys and vendors/contractors providing inmate health and safety products and services are still allowed).
- The Hawaii Paroling Authority (HPA) board suspended all parole hearings for two weeks. Hearings are tentatively scheduled to resume on 4/3/20.

Health care staff have had continuous, open dialogue with the Department of Health, and facility staff are being briefed on the protocol as the situation changes day-by-day.

Staff have been reminded to frequently wash their hands and refrain from touching their faces, per CDC-recommended guidelines. Daily emails with the latest COVID-19 information, guidance and recommendations from the Centers for Disease Control and from the Hawaii Department of Health are being sent to all employees to keep everyone informed.

For more information on PSD's response to COVID-19 visit our webpage at:

<http://dps.hawaii.gov/blog/2020/03/17/coronavirus-covid-19-information-and-resources/>

The Public Safety Department also encourages everyone to visit the Hawaii Department of Health COVID-19 webpage for resources and the most up-to-date

information on the virus at <https://HawaiiCovid19.com>. The public can also get connected through 2-1-1.

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# **ATTACHMENT A-5**



## DEPARTMENT OF PUBLIC SAFETY

DAVID Y. IGE  
GOVERNOR

NOLAN P. ESPINDA  
DIRECTOR

FOR IMMEDIATE RELEASE

Mar. 27, 2020

### **DEPARTMENT OF PUBLIC SAFETY COVID-19 INFORMATIONAL AND PROCEDURAL UPDATES (3/27/20)**

HONOLULU – This is a Department of Public Safety (PSD) informational and procedural update for 3/27/20. No inmates have met PUI (Persons Under Investigation) criteria for COVID-19. (Note: schedules and information included in this news release are subject to change at a moment's notice as the overall situation and the State's response to COVID-19 evolves day-by-day.)

#### **Inmate Population Relief Efforts**

The Department of Public Safety is well aware of the risks of over-population and crowding in our jails, especially during this pandemic. We are taking proactive measures with our criminal justice partners, including the Office of the Attorney General, the Judiciary, County Prosecutors, Office of the Public Defender, and the Hawai'i Paroling Authority, to find ways to temporarily reduce the number of people in our prisons and jails, while keeping the overall safety of the community our top priority. Those measures include the following:

1. To assist the Judiciary with their decision-making process, PSD submitted a list of those incarcerated as pre-trial and sentenced misdemeanants as well as those who are incarcerated as felony probationers.
2. The Department of Public Safety has been working with our Judicial partners to implement more video conferencing of arraignment and plea (A&P) proceedings and bail motions. The video conferencing at OCCC was successfully increased to three days a week. We are looking at possibly expanding to additional days.

- Since February 24th there has been a substantial decrease in the jail population. This is due in part to the huge efforts being made by the Judiciary as they work with PSD to reduce the number of people in our jails.

Jail Population Report			Population Decrease
	24-Feb	27-Mar	
HCCC	418	356	62
KCCC	147	131	16
MCCC	449	378	71
OCCC	1231	1024	207
<b>TOTAL</b>	<b>2245</b>	<b>1889</b>	<b>356</b>

3. PSD identified 52 inmates at the Halawa Correctional Facility and 5 at the Women's Community Correctional Center who will be completing their full sentence between 3/28/20 – 6/30/20. A list has been sent to the Hawaii Paroling Authority (HPA) for its consideration.
4. The Hawaii Paroling Authority (HPA) is identifying all cases statewide that are approved for parole and pending a release date set by the HPA chair. HPA is working to expedite the verifications process for their approved release.

**Summary of previous update information issued through March:**

- HPA board suspended all parole hearings for two weeks. Hearings are tentatively scheduled to resume on 4/3/20.
- All inmate work furlough passes and Hawaii Correctional Industries (HCI) outside community service work lines are suspended until further notice.
- All non-essential programming is temporarily suspended.  
(Correctional services such as: security, health care, food service, and facility operations/maintenance will continue as scheduled. Essential medical specialist transports, hospital and emergency transports will continue as needed.)
- Enhanced screening is implemented at entry points, including no-touch temperature checks and verbal health screening questions.
- Correctional facility entry suspensions include volunteers, non-essential program staff and personal inmate visitors. (Attorneys and vendors/contractors providing inmate health and safety products and services are still allowed).

- Increased inmate phone accessibility – Inmates are afforded an unlimited number of pre-paid and collect 15-minute personal phone calls. The personal call duration has been increased to allow up to 30 minutes per call.
- Free phone calls – GlobalTel Link (GTL) is providing two, free, five-minute-long calls per week for the next four weeks.

Health care staff have had continuous, open dialogue with the Department of Health (DOH), and facility staff are being briefed on protocols as the situation changes day-by-day.

Staff have been reminded to frequently wash their hands and refrain from touching their faces, per Centers for Disease Control and Prevention (CDC)-recommended guidelines. Daily emails with the latest COVID-19 information, guidance and recommendations from the CDC and from DOH are being sent to all employees to keep everyone informed.

For more information on PSD's response to COVID-19 and information detailing the efforts we have made to safeguard the inmates, staff and public, visit our webpage at:

<http://dps.hawaii.gov/blog/2020/03/17/coronavirus-covid-19-information-and-resources/>

Please sign up for PSD alerts and notifications through our AlertSense notification system by going to <https://hawaiipsd.myfreealerts.com>. Residents can download the free AlertSense mobile app for Android and Apple devices, or text their zip code to 38276 to instantly sign up.

The Public Safety Department also encourages everyone to visit the Hawai'i COVID-19 webpage for resources and the most up-to-date information on the virus at <https://HawaiiCovid19.com>. You can also get connected through 2-1-1.

# # #

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# **ATTACHMENT A-6**

## Coronavirus Disease 2019 (COVID-19)

# Interim Guidance on Management of Coronavirus Disease 2019 (COVID-19) in Correctional and Detention Facilities

This interim guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19) as of the date of posting, March 23, 2020.

The US Centers for Disease Control and Prevention (CDC) will update this guidance as needed and as additional information becomes available. Please check the [CDC website](#) periodically for updated interim guidance.

This document provides interim guidance specific for correctional facilities and detention centers during the outbreak of COVID-19, to ensure continuation of essential public services and protection of the health and safety of incarcerated and detained persons, staff, and visitors. Recommendations may need to be revised as more information becomes available.

## Who is the intended audience for this guidance?

This document is intended to provide guiding principles for healthcare and non-healthcare administrators of correctional and detention facilities (including but not limited to federal and state prisons, local jails, and detention centers), law enforcement agencies that have custodial authority for detained populations (i.e., US Immigration and Customs Enforcement and US Marshals Service), and their respective health departments, to assist in preparing for potential introduction, spread, and mitigation of COVID-19 in their facilities. In general, the document uses terminology referring to correctional environments but can also be applied to civil and pre-trial detention settings.

This guidance will not necessarily address every possible custodial setting and may not use legal terminology specific to individual agencies' authorities or processes. **The guidance may need to be adapted based on individual facilities' physical space, staffing, population, operations, and other resources and conditions.** Facilities should contact CDC or their state, local, territorial, and/or tribal public health department if they need assistance in applying these principles or addressing topics that are not specifically covered in this guidance.

## Why is this guidance being issued?

Correctional and detention facilities can include custody, housing, education, recreation, healthcare, food service, and workplace components in a single physical setting. The integration of these components presents unique challenges for control of COVID-19 transmission among incarcerated/detained persons, staff, and visitors. Consistent application of specific preparation, prevention, and management measures can help reduce the risk of transmission and severe disease from COVID-19.

- Incarcerated/detained persons live, work, eat, study, and recreate within congregate environments, heightening the potential for COVID-19 to spread once introduced.
- In most cases, incarcerated/detained persons are not permitted to leave the facility.
- There are many opportunities for COVID-19 to be introduced into a correctional or detention facility, including daily staff ingress and egress; transfer of incarcerated/detained persons between facilities and systems, to court appearances, and to outside medical visits; and visits from family, legal representatives, and other community members. Some settings, particularly jails and detention centers, have high turnover, admitting new entrants daily who may have been exposed to COVID-19 in the surrounding community or other regions.
- Persons incarcerated/detained in a particular facility often come from a variety of locations, increasing the potential to introduce COVID-19 from different geographic areas.
- Options for medical isolation of COVID-19 cases are limited and vary depending on the type and size of facility, as well as the current level of available capacity, which is partly based on medical isolation needs for other conditions.
- Adequate levels of custody and healthcare staffing must be maintained to ensure safe operation of the facility, and options to practice social distancing through work alternatives such as working from home or reduced/alternate schedules are limited for many staff roles.
- Correctional and detention facilities can be complex, multi-employer settings that include government and private employers. Each is organizationally distinct and responsible for its own operational, personnel, and occupational health protocols and may be prohibited from issuing guidance or providing services to other employers or their staff within the same setting. Similarly, correctional and detention facilities may house individuals from multiple law enforcement agencies or jurisdictions subject to different policies and procedures.
- Incarcerated/detained persons and staff may have [medical conditions that increase their risk of severe disease from COVID-19](#).
- Because limited outside information is available to many incarcerated/detained persons, unease and misinformation regarding the potential for COVID-19 spread may be high, potentially creating security and morale challenges.
- The ability of incarcerated/detained persons to exercise disease prevention measures (e.g., frequent handwashing) may be limited and is determined by the supplies provided in the facility and by security considerations. Many facilities restrict access to soap and paper towels and prohibit alcohol-based hand sanitizer and many disinfectants.
- Incarcerated persons may hesitate to report symptoms of COVID-19 or seek medical care due to co-pay requirements and fear of isolation.

CDC has issued separate COVID-19 guidance addressing [healthcare infection control](#) and [clinical care of COVID-19 cases](#) as well as [close contacts of cases](#) in community-based settings. Where relevant, community-focused guidance documents are referenced in this document and should be monitored regularly for updates, but they may require adaptation for correctional and detention settings.

This guidance document provides additional recommended best practices specifically for correctional and detention facilities. **At this time, different facility types (e.g., prison vs. jail) and sizes are not differentiated.** Administrators and agencies should adapt these guiding principles to the specific needs of their facility.

## What topics does this guidance include?

The guidance below includes detailed recommendations on the following topics related to COVID-19 in correctional and detention settings:

- Operational and communications preparations for COVID-19
- Enhanced cleaning/disinfecting and hygiene practices
- Social distancing strategies to increase space between individuals in the facility
- How to limit transmission from visitors
- Infection control, including recommended personal protective equipment (PPE) and potential alternatives during PPE shortages
- Verbal screening and temperature check protocols for incoming incarcerated/detained individuals, staff, and visitors
- Medical isolation of confirmed and suspected cases and quarantine of contacts, including considerations for cohorting when individual spaces are limited
- Healthcare evaluation for suspected cases, including testing for COVID-19
- Clinical care for confirmed and suspected cases
- Considerations for persons at higher risk of severe disease from COVID-19

## Definitions of Commonly Used Terms

**Close contact of a COVID-19 case** – In the context of COVID-19, an individual is considered a close contact if they a) have been within approximately 6 feet of a COVID-19 case for a prolonged period of time or b) have had direct contact with infectious secretions from a COVID-19 case (e.g., have been coughed on). Close contact can occur while caring for, living with, visiting, or sharing a common space with a COVID-19 case. Data to inform the definition of close contact are limited. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

**Cohorting** – Cohorting refers to the practice of isolating multiple laboratory-confirmed COVID-19 cases together as a group, or quarantining close contacts of a particular case together as a group. Ideally, cases should be isolated individually, and close contacts should be quarantined individually. However, some correctional facilities and detention centers do not have enough individual cells to do so and must consider cohorting as an alternative. See Quarantine and Medical Isolation sections below for specific details about ways to implement cohorting to minimize the risk of disease spread and adverse health outcomes.

**Community transmission of COVID-19** – Community transmission of COVID-19 occurs when individuals acquire the disease through contact with someone in their local community, rather than through travel to an affected location. Once community transmission is identified in a particular area, correctional facilities and detention centers are more likely to start seeing cases inside their walls. Facilities should consult with local public health departments if assistance is needed in determining how to define “local community” in the context of COVID-19 spread. However, because all states have reported cases, all facilities should be vigilant for introduction into their populations.

**Confirmed vs. Suspected COVID-19 case** – A **confirmed case** has received a positive result from a COVID-19 laboratory test, with or without symptoms. A **suspected case** shows symptoms of COVID-19 but either has not been tested or is awaiting test results. If test results are positive, a suspected case becomes a confirmed case.

**Incarcerated/detained persons** – For the purpose of this document, “incarcerated/detained persons” refers to persons held in a prison, jail, detention center, or other custodial setting where these guidelines are generally applicable. The term includes those who have been sentenced (i.e., in prisons) as well as those held for pre-trial (i.e., jails) or civil purposes (i.e.,

detention centers). Although this guidance does not specifically reference individuals in every type of custodial setting (e.g., juvenile facilities, community confinement facilities), facility administrators can adapt this guidance to apply to their specific circumstances as needed.

**Medical Isolation** – Medical isolation refers to confining a confirmed or suspected COVID-19 case (ideally to a single cell with solid walls and a solid door that closes), to prevent contact with others and to reduce the risk of transmission. Medical isolation ends when the individual meets pre-established clinical and/or testing criteria for release from isolation, in consultation with clinical providers and public health officials (detailed in guidance [below](#)). In this context, isolation does NOT refer to punitive isolation for behavioral infractions within the custodial setting. Staff are encouraged to use the term “medical isolation” to avoid confusion.

**Quarantine** – Quarantine refers to the practice of confining individuals who have had close contact with a COVID-19 case to determine whether they develop symptoms of the disease. Quarantine for COVID-19 should last for a period of 14 days. Ideally, each quarantined individual would be quarantined in a single cell with solid walls and a solid door that closes. If symptoms develop during the 14-day period, the individual should be placed under [medical isolation](#) and evaluated for COVID-19. If symptoms do not develop, movement restrictions can be lifted, and the individual can return to their previous residency status within the facility.

**Social Distancing** – Social distancing is the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading a disease (ideally to maintain at least 6 feet between all individuals, even those who are asymptomatic). Social distancing strategies can be applied on an individual level (e.g., avoiding physical contact), a group level (e.g., canceling group activities where individuals will be in close contact), and an operational level (e.g., rearranging chairs in the dining hall to increase distance between them). Although social distancing is challenging to practice in correctional and detention environments, it is a cornerstone of reducing transmission of respiratory diseases such as COVID-19. Additional information about social distancing, including information on its use to reduce the spread of other viral illnesses, is available in this [CDC publication](#).

**Staff** – In this document, “staff” refers to all public sector employees as well as those working for a private contractor within a correctional facility (e.g., private healthcare or food service). Except where noted, “staff” does not distinguish between healthcare, custody, and other types of staff including private facility operators.

**Symptoms** – Symptoms of COVID-19 include fever, cough, and shortness of breath. Like other respiratory infections, COVID-19 can vary in severity from mild to severe. When severe, pneumonia, respiratory failure, and death are possible. COVID-19 is a novel disease, therefore the full range of signs and symptoms, the clinical course of the disease, and the individuals and populations most at risk for disease and complications are not yet fully understood. Monitor the [CDC website](#) for updates on these topics.

## Facilities with Limited Onsite Healthcare Services

Although many large facilities such as prisons and some jails usually employ onsite healthcare staff and have the capacity to evaluate incarcerated/detained persons for potential illness within a dedicated healthcare space, many smaller facilities do not. Some of these facilities have access to on-call healthcare staff or providers who visit the facility every few days. Others have neither onsite healthcare capacity nor onsite medical isolation/quarantine space and must transfer ill patients to other correctional or detention facilities or local hospitals for evaluation and care.

The majority of the guidance below is designed to be applied to any correctional or detention facility, either as written or with modifications based on a facility's individual structure and resources. However, topics related to healthcare evaluation and clinical care of confirmed and suspected COVID-19 cases and their close contacts may not apply directly to facilities with limited or no onsite healthcare services. It will be especially important for these types of facilities to coordinate closely with their state, local, tribal, and/or territorial health department when they encounter confirmed or suspected cases among incarcerated/detained persons or staff, in order to ensure effective medical isolation and quarantine, necessary medical evaluation and care, and medical transfer if needed. The guidance makes note of strategies tailored to facilities without onsite healthcare where possible.

Note that all staff in any sized facility, regardless of the presence of onsite healthcare services, should observe guidance on recommended PPE in order to ensure their own safety when interacting with confirmed and suspected COVID-19 cases. Facilities should make contingency plans for the likely event of PPE shortages during the COVID-19 pandemic.

### **COVID-19 Guidance for Correctional Facilities**

Guidance for correctional and detention facilities is organized into 3 sections: Operational Preparedness, Prevention, and Management of COVID-19. Recommendations across these sections can be applied simultaneously based on the progress of the outbreak in a particular facility and the surrounding community.

- **Operational Preparedness.** This guidance is intended to help facilities prepare for potential COVID-19 transmission in the facility. Strategies focus on operational and communications planning and personnel practices.
- **Prevention.** This guidance is intended to help facilities prevent spread of COVID-19 from outside the facility to inside. Strategies focus on reinforcing hygiene practices, intensifying cleaning and disinfection of the facility, screening (new intakes, visitors, and staff), continued communication with incarcerated/detained persons and staff, and social distancing measures (increasing distance between individuals).
- **Management.** This guidance is intended to help facilities clinically manage confirmed and suspected COVID-19 cases inside the facility and prevent further transmission. Strategies include medical isolation and care of incarcerated/detained persons with symptoms (including considerations for cohorting), quarantine of cases' close contacts, restricting movement in and out of the facility, infection control practices for individuals interacting with cases and quarantined contacts or contaminated items, intensified social distancing, and cleaning and disinfecting areas visited by cases.

## **Operational Preparedness**

Administrators can plan and prepare for COVID-19 by ensuring that all persons in the facility know the [symptoms of COVID-19](#) and how to respond if they develop symptoms. Other essential actions include developing contingency plans for reduced workforces due to absences, coordinating with public health and correctional partners, and communicating clearly with staff and incarcerated/detained persons about these preparations and how they may temporarily alter daily life.

## **Communication & Coordination**

- **Develop information-sharing systems with partners.**
  - Identify points of contact in relevant state, local, tribal, and/or territorial public health departments before cases develop. Actively engage with the health department to understand in advance which entity has jurisdiction to implement public health control measures for COVID-19 in a particular correctional or detention

facility.

- Create and test communications plans to disseminate critical information to incarcerated/detained persons, staff, contractors, vendors, and visitors as the pandemic progresses.
  - Communicate with other correctional facilities in the same geographic area to share information including disease surveillance and absenteeism patterns among staff.
  - Where possible, put plans in place with other jurisdictions to prevent **confirmed and suspected COVID-19 cases and their close contacts** from being transferred between jurisdictions and facilities unless necessary for medical evaluation, medical isolation/quarantine, clinical care, extenuating security concerns, or to prevent overcrowding.
  - Stay informed about updates to CDC guidance via the [CDC COVID-19 website](#) as more information becomes known.
- **Review existing pandemic flu, all-hazards, and disaster plans, and revise for COVID-19.**
    - Ensure that physical locations (dedicated housing areas and bathrooms) have been identified to isolate confirmed COVID-19 cases and individuals displaying COVID-19 symptoms, and to quarantine known close contacts of cases. (Medical isolation and quarantine locations should be separate). The plan should include contingencies for multiple locations if numerous cases and/or contacts are identified and require medical isolation or quarantine simultaneously. See [Medical Isolation and Quarantine](#) sections below for details regarding individual medical isolation and quarantine locations (preferred) vs. cohorting.
    - Facilities without onsite healthcare capacity should make a plan for how they will ensure that suspected COVID-19 cases will be isolated, evaluated, tested (if indicated), and provided necessary medical care.
    - Make a list of possible social distancing strategies that could be implemented as needed at different stages of transmission intensity.
    - Designate officials who will be authorized to make decisions about escalating or de-escalating response efforts as the epidemiologic context changes.
  - **Coordinate with local law enforcement and court officials.**
    - Identify lawful alternatives to in-person court appearances, such as virtual court, as a social distancing measure to reduce the risk of COVID-19 transmission.
    - Explore strategies to prevent over-crowding of correctional and detention facilities during a community outbreak.
  - **Post signage throughout the facility communicating the following:**
    - **For all:** symptoms of COVID-19 and hand hygiene instructions
    - **For incarcerated/detained persons:** report symptoms to staff
    - **For staff:** stay at home when sick; if symptoms develop while on duty, leave the facility as soon as possible and follow [CDC-recommended steps for persons who are ill with COVID-19 symptoms](#) including self-isolating at home, contacting their healthcare provider as soon as possible to determine whether they need to be evaluated and tested, and contacting their supervisor.
    - Ensure that signage is understandable for non-English speaking persons and those with low literacy, and make necessary accommodations for those with cognitive or intellectual disabilities and those who are deaf, blind, or low-vision.

## Personnel Practices

- **Review the sick leave policies of each employer that operates in the facility.**

- Review policies to ensure that they actively encourage staff to stay home when sick.
  - If these policies do not encourage staff to stay home when sick, discuss with the contract company.
  - Determine which officials will have the authority to send symptomatic staff home.
- **Identify staff whose duties would allow them to work from home.** Where possible, allowing staff to work from home can be an effective social distancing strategy to reduce the risk of COVID-19 transmission.
  - Discuss work from home options with these staff and determine whether they have the supplies and technological equipment required to do so.
  - Put systems in place to implement work from home programs (e.g., time tracking, etc.).
- **Plan for staff absences.** Staff should stay home when they are sick, or they may need to stay home to care for a sick household member or care for children in the event of school and childcare dismissals.
  - Allow staff to work from home when possible, within the scope of their duties.
  - Identify critical job functions and plan for alternative coverage by cross-training staff where possible.
  - Determine minimum levels of staff in all categories required for the facility to function safely. If possible, develop a plan to secure additional staff if absenteeism due to COVID-19 threatens to bring staffing to minimum levels.
  - Consider increasing keep on person (KOP) medication orders to cover 30 days in case of healthcare staff shortages.
- **Consider offering revised duties to staff who are at higher risk of severe illness with COVID-19.** Persons at higher risk may include older adults and persons of any age with serious underlying medical conditions including lung disease, heart disease, and diabetes. See [CDC's website](#) for a complete list, and check regularly for updates as more data become available to inform this issue.
  - Facility administrators should consult with their occupational health providers to determine whether it would be allowable to reassign duties for specific staff members to reduce their likelihood of exposure to COVID-19.
- **Offer the seasonal influenza vaccine to all incarcerated/detained persons (existing population and new intakes) and staff throughout the influenza season.** Symptoms of COVID-19 are similar to those of influenza. Preventing influenza cases in a facility can speed the detection of COVID-19 cases and reduce pressure on healthcare resources.
- Reference the [Occupational Safety and Health Administration website](#) for recommendations regarding worker health.
- Review [CDC's guidance for businesses and employers](#) to identify any additional strategies the facility can use within its role as an employer.

## Operations & Supplies

- Ensure that sufficient stocks of hygiene supplies, cleaning supplies, PPE, and medical supplies (consistent with the healthcare capabilities of the facility) are on hand and available, and have a plan in place to restock as needed if COVID-19 transmission occurs within the facility.
  - Standard medical supplies for daily clinic needs
  - Tissues
  - Liquid soap when possible. If bar soap must be used, ensure that it does not irritate the skin and thereby

discourage frequent hand washing.

- Hand drying supplies
  - Alcohol-based hand sanitizer containing at least 60% alcohol (where permissible based on security restrictions)
  - Cleaning supplies, including EPA-registered disinfectants effective against the virus that causes COVID-19 ↗
  - Recommended PPE (facemasks, N95 respirators, eye protection, disposable medical gloves, and disposable gowns/one-piece coveralls). See [PPE section](#) and [Table 1](#) for more detailed information, including recommendations for extending the life of all PPE categories in the event of shortages, and when face masks are acceptable alternatives to N95s. Visit CDC's website for a calculator to help determine rate of PPE usage.
  - Sterile viral transport media and sterile swabs to collect nasopharyngeal specimens if COVID-19 testing is indicated
- **Make contingency plans for the probable event of PPE shortages during the COVID-19 pandemic, particularly for non-healthcare workers.**
    - See CDC guidance [optimizing PPE supplies](#).
  - **Consider relaxing restrictions on allowing alcohol-based hand sanitizer in the secure setting where security concerns allow.** If soap and water are not available, CDC recommends cleaning hands with an alcohol-based hand sanitizer that contains at least 60% alcohol. Consider allowing staff to carry individual-sized bottles for their personal hand hygiene while on duty.
  - **Provide a no-cost supply of soap to incarcerated/detained persons, sufficient to allow frequent hand washing.** (See [Hygiene section](#) below for additional detail regarding recommended frequency and protocol for hand washing.)
    - Provide liquid soap where possible. If bar soap must be used, ensure that it does not irritate the skin and thereby discourage frequent hand washing.
  - **If not already in place, employers operating within the facility should establish a respiratory protection program as appropriate, to ensure that staff and incarcerated/detained persons are fit tested for any respiratory protection they will need within the scope of their responsibilities.**
  - **Ensure that staff and incarcerated/detained persons are trained to correctly don, doff, and dispose of PPE that they will need to use within the scope of their responsibilities.** See [Table 1](#) for recommended PPE for incarcerated/detained persons and staff with varying levels of contact with COVID-19 cases or their close contacts.

## Prevention

Cases of COVID-19 have been documented in all 50 US states. Correctional and detention facilities can prevent introduction of COVID-19 from the community and reduce transmission if it is already inside by reinforcing good hygiene practices among incarcerated/detained persons, staff, and visitors (including increasing access to soap and paper towels), intensifying cleaning/disinfection practices, and implementing social distancing strategies.

Because many individuals infected with COVID-19 do not display symptoms, the virus could be present in facilities before cases are identified. Both good hygiene practices and social distancing are critical in preventing further transmission.

## Operations

- **Stay in communication with partners about your facility's current situation.**
  - State, local, territorial, and/or tribal health departments
  - Other correctional facilities
- **Communicate with the public about any changes to facility operations, including visitation programs.**
- **Restrict transfers of incarcerated/detained persons to and from other jurisdictions and facilities unless necessary for medical evaluation, medical isolation/quarantine, clinical care, extenuating security concerns, or to prevent overcrowding.**
  - Strongly consider postponing non-urgent outside medical visits.
  - If a transfer is absolutely necessary, perform verbal screening and a temperature check as outlined in the [Screening](#) section below, before the individual leaves the facility. If an individual does not clear the screening process, delay the transfer and follow the [protocol for a suspected COVID-19 case](#) – including putting a face mask on the individual, immediately placing them under medical isolation, and evaluating them for possible COVID-19 testing. If the transfer must still occur, ensure that the receiving facility has capacity to properly isolate the individual upon arrival. Ensure that staff transporting the individual wear recommended PPE (see [Table 1](#)) and that the transport vehicle is cleaned thoroughly after transport.
- **Implement lawful alternatives to in-person court appearances where permissible.**
- **Where relevant, consider suspending co-pays for incarcerated/detained persons seeking medical evaluation for respiratory symptoms.**
- **Limit the number of operational entrances and exits to the facility.**

## Cleaning and Disinfecting Practices

- Even if COVID-19 cases have not yet been identified inside the facility or in the surrounding community, begin implementing intensified cleaning and disinfecting procedures according to the recommendations below. These measures may prevent spread of COVID-19 if introduced.
- Adhere to [CDC recommendations for cleaning and disinfection during the COVID-19 response](#). Monitor these recommendations for updates.
  - Several times per day, clean and disinfect surfaces and objects that are frequently touched, especially in common areas. Such surfaces may include objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, sink handles, countertops, toilets, toilet handles, recreation equipment, kiosks, and telephones).
  - Staff should clean shared equipment several times per day and on a conclusion of use basis (e.g., radios, service weapons, keys, handcuffs).
  - Use household cleaners and [EPA-registered disinfectants effective against the virus that causes COVID-19](#) as appropriate for the surface, following label instructions. This may require lifting restrictions on undiluted disinfectants.
  - Labels contain instructions for safe and effective use of the cleaning product, including precautions that should be taken when applying the product, such as wearing gloves and making sure there is good ventilation during use.
- Consider increasing the number of staff and/or incarcerated/detained persons trained and responsible for cleaning common areas to ensure continual cleaning of these areas throughout the day.
- Ensure adequate supplies to support intensified cleaning and disinfection practices, and have a plan in place to restock rapidly if needed.

# Hygiene

- Reinforce healthy hygiene practices, and provide and continually restock hygiene supplies throughout the facility, including in bathrooms, food preparation and dining areas, intake areas, visitor entries and exits, visitation rooms and waiting rooms, common areas, medical, and staff-restricted areas (e.g., break rooms).
- Encourage all persons in the facility to take the following actions to protect themselves and others from COVID-19. Post signage throughout the facility, and communicate this information verbally on a regular basis. Sample [signage and other communications materials](#) are available on the CDC website. Ensure that materials can be understood by non-English speakers and those with low literacy, and make necessary accommodations for those with cognitive or intellectual disabilities and those who are deaf, blind, or low-vision.
  - Practice good **cough etiquette**: Cover your mouth and nose with your elbow (or ideally with a tissue) rather than with your hand when you cough or sneeze, and throw all tissues in the trash immediately after use.
  - Practice good **hand hygiene**: Regularly wash your hands with soap and water for at least 20 seconds, especially after coughing, sneezing, or blowing your nose; after using the bathroom; before eating or preparing food; before taking medication; and after touching garbage.
  - Avoid touching your eyes, nose, or mouth without cleaning your hands first.
  - Avoid sharing eating utensils, dishes, and cups.
  - Avoid non-essential physical contact.
- Provide incarcerated/detained persons and staff no-cost access to:
  - Soap – Provide liquid soap where possible. If bar soap must be used, ensure that it does not irritate the skin, as this would discourage frequent hand washing.
  - Running water, and hand drying machines or disposable paper towels for hand washing
  - Tissues and no-touch trash receptacles for disposal
- Provide alcohol-based hand sanitizer with at least 60% alcohol where permissible based on security restrictions. Consider allowing staff to carry individual-sized bottles to maintain hand hygiene.
- Communicate that sharing drugs and drug preparation equipment can spread COVID-19 due to potential contamination of shared items and close contact between individuals.

## Prevention Practices for Incarcerated/Detained Persons

- Perform pre-intake screening and temperature checks for all new entrants. Screening should take place in the sallyport, before beginning the intake process, in order to identify and immediately place individuals with symptoms under medical isolation. See [Screening section](#) below for the wording of screening questions and a recommended procedure to safely perform a temperature check. Staff performing temperature checks should wear recommended PPE (see [PPE section](#) below).
  - If an individual has symptoms of COVID-19 (fever, cough, shortness of breath):
    - Require the individual to wear a face mask.
    - Ensure that staff who have direct contact with the symptomatic individual wear recommended PPE.
    - Place the individual under [medical isolation](#) (ideally in a room near the screening location, rather than transporting the ill individual through the facility), and refer to healthcare staff for further evaluation. (See [Infection Control](#) and [Clinical Care](#) sections below.)
    - Facilities without onsite healthcare staff should contact their state, local, tribal, and/or territorial health

department to coordinate effective medical isolation and necessary medical care.

- **If an individual is a close contact of a known COVID-19 case (but has no COVID-19 symptoms):**
  - Quarantine the individual and monitor for symptoms two times per day for 14 days. (See Quarantine section below.)
  - Facilities without onsite healthcare staff should contact their state, local, tribal, and/or territorial health department to coordinate effective quarantine and necessary medical care.
- **Implement social distancing strategies to increase the physical space between incarcerated/detained persons (ideally 6 feet between all individuals, regardless of the presence of symptoms).** Strategies will need to be tailored to the individual space in the facility and the needs of the population and staff. Not all strategies will be feasible in all facilities. Example strategies with varying levels of intensity include:
  - **Common areas:**
    - Enforce increased space between individuals in holding cells, as well as in lines and waiting areas such as intake (e.g., remove every other chair in a waiting area)
  - **Recreation:**
    - Choose recreation spaces where individuals can spread out
    - Stagger time in recreation spaces
    - Restrict recreation space usage to a single housing unit per space (where feasible)
  - **Meals:**
    - Stagger meals
    - Rearrange seating in the dining hall so that there is more space between individuals (e.g., remove every other chair and use only one side of the table)
    - Provide meals inside housing units or cells
  - **Group activities:**
    - Limit the size of group activities
    - Increase space between individuals during group activities
    - Suspend group programs where participants are likely to be in closer contact than they are in their housing environment
    - Consider alternatives to existing group activities, in outdoor areas or other areas where individuals can spread out
  - **Housing:**
    - If space allows, reassign bunks to provide more space between individuals, ideally 6 feet or more in all directions. (Ensure that bunks are cleaned thoroughly if assigned to a new occupant.)
    - Arrange bunks so that individuals sleep head to foot to increase the distance between them
    - Rearrange scheduled movements to minimize mixing of individuals from different housing areas
  - **Medical:**
    - If possible, designate a room near each housing unit to evaluate individuals with COVID-19 symptoms, rather than having them walk through the facility to be evaluated in the medical unit. If this is not feasible, consider staggering sick call.
    - Designate a room near the intake area to evaluate new entrants who are flagged by the intake screening process for COVID-19 symptoms or case contact, before they move to other parts of the facility.
- **Communicate clearly and frequently with incarcerated/detained persons about changes to their daily routine and how they can contribute to risk reduction.**

- Note that if group activities are discontinued, it will be important to identify alternative forms of activity to support the mental health of incarcerated/detained persons.
- Consider suspending work release programs and other programs that involve movement of incarcerated/detained individuals in and out of the facility.
- Provide up-to-date information about COVID-19 to incarcerated/detained persons on a regular basis, including:
  - Symptoms of COVID-19 and its health risks
  - Reminders to report COVID-19 symptoms to staff at the first sign of illness
- Consider having healthcare staff perform rounds on a regular basis to answer questions about COVID-19.

## Prevention Practices for Staff

- Remind staff to stay at home if they are sick. Ensure that staff are aware that they will not be able to enter the facility if they have symptoms of COVID-19, and that they will be expected to leave the facility as soon as possible if they develop symptoms while on duty.
- Perform verbal screening (for COVID-19 symptoms and close contact with cases) and temperature checks for all staff daily on entry. See Screening section below for wording of screening questions and a recommended procedure to safely perform temperature checks.
  - In very small facilities with only a few staff, consider self-monitoring or virtual monitoring (e.g., reporting to a central authority via phone).
  - Send staff home who do not clear the screening process, and advise them to follow CDC-recommended steps for persons who are ill with COVID-19 symptoms.
- Provide staff with up-to-date information about COVID-19 and about facility policies on a regular basis, including:
  - Symptoms of COVID-19 and its health risks
  - Employers' sick leave policy
  - If staff develop a fever, cough, or shortness of breath while at work: immediately put on a face mask, inform supervisor, leave the facility, and follow CDC-recommended steps for persons who are ill with COVID-19 symptoms.
  - If staff test positive for COVID-19: inform workplace and personal contacts immediately, and do not return to work until a decision to discontinue home medical isolation precautions is made. Monitor CDC guidance on discontinuing home isolation regularly as circumstances evolve rapidly.
  - If a staff member is identified as a close contact of a COVID-19 case (either within the facility or in the community): self-quarantine at home for 14 days and return to work if symptoms do not develop. If symptoms do develop, follow CDC-recommended steps for persons who are ill with COVID-19 symptoms.
- If a staff member has a confirmed COVID-19 infection, the relevant employers should inform other staff about their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act.
  - Employees who are close contacts of the case should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- When feasible and consistent with security priorities, encourage staff to maintain a distance of 6 feet or more from an individual with respiratory symptoms while interviewing, escorting, or interacting in

other ways.

- Ask staff to keep interactions with individuals with respiratory symptoms as brief as possible.

## Prevention Practices for Visitors

- If possible, communicate with potential visitors to discourage contact visits in the interest of their own health and the health of their family members and friends inside the facility.
- Perform verbal screening (for COVID-19 symptoms and close contact with cases) and temperature checks for all visitors and volunteers on entry. See Screening section below for wording of screening questions and a recommended procedure to safely perform temperature checks.
  - Staff performing temperature checks should wear recommended PPE.
  - Exclude visitors and volunteers who do not clear the screening process or who decline screening.
- Provide alcohol-based hand sanitizer with at least 60% alcohol in visitor entrances, exits, and waiting areas.
- Provide visitors and volunteers with information to prepare them for screening.
  - Instruct visitors to postpone their visit if they have symptoms of respiratory illness.
  - If possible, inform potential visitors and volunteers before they travel to the facility that they should expect to be screened for COVID-19 (including a temperature check), and will be unable to enter the facility if they do not clear the screening process or if they decline screening.
  - Display signage outside visiting areas explaining the COVID-19 screening and temperature check process. Ensure that materials are understandable for non-English speakers and those with low literacy.
- Promote non-contact visits:
  - Encourage incarcerated/detained persons to limit contact visits in the interest of their own health and the health of their visitors.
  - Consider reducing or temporarily eliminating the cost of phone calls for incarcerated/detained persons.
  - Consider increasing incarcerated/detained persons' telephone privileges to promote mental health and reduce exposure from direct contact with community visitors.
- Consider suspending or modifying visitation programs, if legally permissible. For example, provide access to virtual visitation options where available.
  - If moving to virtual visitation, clean electronic surfaces regularly. (See Cleaning guidance below for instructions on cleaning electronic surfaces.)
  - Inform potential visitors of changes to, or suspension of, visitation programs.
  - Clearly communicate any visitation program changes to incarcerated/detained persons, along with the reasons for them (including protecting their health and their family and community members' health).
  - If suspending contact visits, provide alternate means (e.g., phone or video visitation) for incarcerated/detained individuals to engage with legal representatives, clergy, and other individuals with whom they have legal right to consult.

NOTE: Suspending visitation would be done in the interest of incarcerated/detained persons' physical health and the health of the general public. However, visitation is important to maintain mental health. If visitation is suspended, facilities should explore alternative ways for incarcerated/detained persons to communicate with their families, friends, and other visitors in a way that is not financially burdensome for them. See above suggestions for promoting non-contact visits.

- Restrict non-essential vendors, volunteers, and tours from entering the facility.

## Management

If there has been a suspected COVID-19 case inside the facility (among incarcerated/detained persons, staff, or visitors who have recently been inside), begin implementing Management strategies while test results are pending. Essential Management strategies include placing cases and individuals with symptoms under medical isolation, quarantining their close contacts, and facilitating necessary medical care, while observing relevant infection control and environmental disinfection protocols and wearing recommended PPE.

## Operations

- Implement alternate work arrangements deemed feasible in the [Operational Preparedness](#)
- Suspend all transfers of incarcerated/detained persons to and from other jurisdictions and facilities (including work release where relevant), unless necessary for medical evaluation, medical isolation/quarantine, care, extenuating security concerns, or to prevent overcrowding.
  - If a transfer is absolutely necessary, perform verbal screening and a temperature check as outlined in the [Screening](#) section below, before the individual leaves the facility. If an individual does not clear the screening process, delay the transfer and follow the [protocol for a suspected COVID-19 case](#) – including putting a face mask on the individual, immediately placing them under medical isolation, and evaluating them for possible COVID-19 testing. If the transfer must still occur, ensure that the receiving facility has capacity to appropriately isolate the individual upon arrival. Ensure that staff transporting the individual wear recommended PPE (see [Table 1](#)) and that the transport vehicle is cleaned thoroughly after transport.
- If possible, consider quarantining all new intakes for 14 days before they enter the facility's general population (SEPARATELY from other individuals who are quarantined due to contact with a COVID-19 case). Subsequently in this document, this practice is referred to as [routine intake quarantine](#).
- When possible, arrange lawful alternatives to in-person court appearances.
- Incorporate screening for COVID-19 symptoms and a temperature check into release planning.
  - Screen all releasing individuals for COVID-19 symptoms and perform a temperature check. (See [Screening](#) section below.)
    - If an individual does not clear the screening process, follow the [protocol for a suspected COVID-19 case](#) – including putting a face mask on the individual, immediately placing them under medical isolation, and evaluating them for possible COVID-19 testing.
    - If the individual is released before the recommended medical isolation period is complete, discuss release of the individual with state, local, tribal, and/or territorial health departments to ensure safe medical transport and continued shelter and medical care, as part of release planning. Make direct linkages to community resources to ensure proper medical isolation and access to medical care.
    - Before releasing an incarcerated/detained individual with COVID-19 symptoms to a community-based facility, such as a homeless shelter, contact the facility's staff to ensure adequate time for them to prepare to continue medical isolation, or contact local public health to explore alternate housing options.
- Coordinate with state, local, tribal, and/or territorial health departments.
  - When a COVID-19 case is suspected, work with public health to determine action. See [Medical Isolation](#) section below.
  - When a COVID-19 case is suspected or confirmed, work with public health to identify close contacts who should be placed under quarantine. See [Quarantine](#) section below.

- Facilities with limited onsite medical isolation, quarantine, and/or healthcare services should coordinate closely with state, local, tribal, and/or territorial health departments when they encounter a confirmed or suspected case, in order to ensure effective medical isolation or quarantine, necessary medical evaluation and care, and medical transfer if needed. See [Facilities with Limited Onsite Healthcare Services](#) section.

## Hygiene

- Continue to ensure that hand hygiene supplies are well-stocked in all areas of the facility. (See above.)
- Continue to emphasize practicing good hand hygiene and cough etiquette. (See above.)

## Cleaning and Disinfecting Practices

- Continue adhering to recommended cleaning and disinfection procedures for the facility at large. (See above.)
- Reference specific cleaning and disinfection procedures for areas where a COVID-19 case has spent time ([below](#)).

## Medical Isolation of Confirmed or Suspected COVID-19 Cases

**NOTE:** Some recommendations below apply primarily to facilities with onsite healthcare capacity. Facilities without onsite healthcare capacity, or without sufficient space to implement effective medical isolation, should coordinate with local public health officials to ensure that COVID-19 cases will be appropriately isolated, evaluated, tested (if indicated), and given care.

- As soon as an individual develops symptoms of COVID-19, they should wear a face mask (if it does not restrict breathing) and should be immediately placed under medical isolation in a separate environment from other individuals.
- Keep the individual's movement outside the medical isolation space to an absolute minimum.
  - Provide medical care to cases inside the medical isolation space. See [Infection Control](#) and [Clinical Care](#) sections for additional details.
  - Serve meals to cases inside the medical isolation space.
  - Exclude the individual from all group activities.
  - Assign the isolated individual a dedicated bathroom when possible.
- Ensure that the individual is wearing a face mask at all times when outside of the medical isolation space, and whenever another individual enters. Provide clean masks as needed. Masks should be changed at least daily, and when visibly soiled or wet.
- Facilities should make every possible effort to place suspected and confirmed COVID-19 cases under medical isolation individually. Each isolated individual should be assigned their own housing space and bathroom where possible. Cohorting should only be practiced if there are no other available options.
  - If cohorting is necessary:
    - Only individuals who are laboratory confirmed COVID-19 cases should be placed under medical isolation as a cohort. Do not cohort confirmed cases with suspected cases or case contacts.
    - Unless no other options exist, do not house COVID-19 cases with individuals who have an undiagnosed respiratory infection.

- Ensure that cohorted cases wear face masks at all times.
- **In order of preference, individuals under medical isolation should be housed:**
  - Separately, in single cells with solid walls (i.e., not bars) and solid doors that close fully
  - Separately, in single cells with solid walls but without solid doors
  - As a cohort, in a large, well-ventilated cell with solid walls and a solid door that closes fully. Employ social distancing strategies related to housing in the Prevention section above.
  - As a cohort, in a large, well-ventilated cell with solid walls but without a solid door. Employ social distancing strategies related to housing in the Prevention section above.
  - As a cohort, in single cells without solid walls or solid doors (i.e., cells enclosed entirely with bars), preferably with an empty cell between occupied cells. (Although individuals are in single cells in this scenario, the airflow between cells essentially makes it a cohort arrangement in the context of COVID-19.)
  - As a cohort, in multi-person cells without solid walls or solid doors (i.e., cells enclosed entirely with bars), preferably with an empty cell between occupied cells. Employ social distancing strategies related to housing in the Prevention section above.
  - Safely transfer individual(s) to another facility with available medical isolation capacity in one of the above arrangements  
(NOTE – Transfer should be avoided due to the potential to introduce infection to another facility; proceed only if no other options are available.)

If the ideal choice does not exist in a facility, use the next best alternative.

- **If the number of confirmed cases exceeds the number of individual medical isolation spaces available in the facility, be especially mindful of cases who are at higher risk of severe illness from COVID-19.** Ideally, they should not be cohorted with other infected individuals. If cohorting is unavoidable, make all possible accommodations to prevent transmission of other infectious diseases to the higher-risk individual. (For example, allocate more space for a higher-risk individual within a shared medical isolation space.)
  - Persons at higher risk may include older adults and persons of any age with serious underlying medical conditions such as lung disease, heart disease, and diabetes. See [CDC's website](#) for a complete list, and check regularly for updates as more data become available to inform this issue.
  - Note that incarcerated/detained populations have higher prevalence of infectious and chronic diseases and are in poorer health than the general population, even at younger ages.
- **Custody staff should be designated to monitor these individuals exclusively where possible.** These staff should wear recommended PPE as appropriate for their level of contact with the individual under medical isolation (see [PPE](#) section below) and should limit their own movement between different parts of the facility to the extent possible.
- **Minimize transfer of COVID-19 cases between spaces within the healthcare unit.**
- **Provide individuals under medical isolation with tissues and, if permissible, a lined no-touch trash receptacle.** Instruct them to:
  - Cover their mouth and nose with a tissue when they cough or sneeze
  - Dispose of used tissues immediately in the lined trash receptacle
  - Wash hands immediately with soap and water for at least 20 seconds. If soap and water are not available, clean hands with an alcohol-based hand sanitizer that contains at least 60% alcohol (where security concerns permit). Ensure that [hand washing supplies](#) are continually restocked.
- **Maintain medical isolation until all the following criteria have been met. Monitor the [CDC website](#) for**

updates to these criteria.

- For individuals who will be tested to determine if they are still contagious:
  - The individual has been free from fever for at least 72 hours without the use of fever-reducing medications AND
  - The individual's other symptoms have improved (e.g., cough, shortness of breath) AND
  - The individual has tested negative in at least two consecutive respiratory specimens collected at least 24 hours apart
- For individuals who will NOT be tested to determine if they are still contagious:
  - The individual has been free from fever for at least 72 hours without the use of fever-reducing medications AND
  - The individual's other symptoms have improved (e.g., cough, shortness of breath) AND
  - At least 7 days have passed since the first symptoms appeared
- For individuals who had a confirmed positive COVID-19 test but never showed symptoms:
  - At least 7 days have passed since the date of the individual's first positive COVID-19 test AND
  - The individual has had no subsequent illness
- Restrict cases from leaving the facility while under medical isolation precautions, unless released from custody or if a transfer is necessary for medical care, infection control, lack of medical isolation space, or extenuating security concerns.
  - If an incarcerated/detained individual who is a COVID-19 case is released from custody during their medical isolation period, contact public health to arrange for safe transport and continuation of necessary medical care and medical isolation as part of release planning.

## Cleaning Spaces where COVID-19 Cases Spent Time

- Thoroughly clean and disinfect all areas where the confirmed or suspected COVID-19 case spent time.  
Note – these protocols apply to suspected cases as well as confirmed cases, to ensure adequate disinfection in the event that the suspected case does, in fact, have COVID-19. Refer to the Definitions section for the distinction between confirmed and suspected cases.
  - Close off areas used by the infected individual. If possible, open outside doors and windows to increase air circulation in the area. Wait as long as practical, up to 24 hours under the poorest air exchange conditions (consult CDC Guidelines for Environmental Infection Control in Health-Care Facilities for wait time based on different ventilation conditions), before beginning to clean and disinfect, to minimize potential for exposure to respiratory droplets.
  - Clean and disinfect all areas (e.g., cells, bathrooms, and common areas) used by the infected individual, focusing especially on frequently touched surfaces (see list above in Prevention section).
- Hard (non-porous) surface cleaning and disinfection
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Choose cleaning products based on security requirements within the facility.
    - Consult a list of products that are EPA-approved for use against the virus that causes COVID-19 [↗](#). Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - Diluted household bleach solutions can be used if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation, and check to ensure the product is not past its

expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

- 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

- **Soft (porous) surface cleaning and disinfection**

- For soft (porous) surfaces such as carpeted floors and rugs, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19  and are suitable for porous surfaces.

- **Electronics cleaning and disinfection**

- For electronics such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present.
  - Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Consider use of wipeable covers for electronics.
  - If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Additional information on cleaning and disinfection of communal facilities such can be found on CDC's website.

- **Ensure that staff and incarcerated/detained persons performing cleaning wear recommended PPE.** (See PPE section below.)
- **Food service items.** Cases under medical isolation should throw disposable food service items in the trash in their medical isolation room. Non-disposable food service items should be handled with gloves and washed with hot water or in a dishwasher. Individuals handling used food service items should clean their hands after removing gloves.
- **Laundry from a COVID-19 cases can be washed with other individuals' laundry.**
  - Individuals handling laundry from COVID-19 cases should wear disposable gloves, discard after each use, and clean their hands after.
  - Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If permissible, consider using a bag liner that is either disposable or can be laundered.
- **Consult cleaning recommendations above to ensure that transport vehicles are thoroughly cleaned after carrying a confirmed or suspected COVID-19 case.**

## Quarantining Close Contacts of COVID-19 Cases

**NOTE: Some recommendations below apply primarily to facilities with onsite healthcare capacity. Facilities without onsite healthcare capacity, or without sufficient space to implement effective quarantine, should coordinate with local public health officials to ensure that close contacts of COVID-19 cases will be effectively quarantined and medically monitored.**

- Incarcerated/detained persons who are close contacts of a confirmed or suspected COVID-19 case (whether the case is another incarcerated/detained person, staff member, or visitor) should be placed under quarantine for 14 days (see [CDC guidelines](#)).
  - If an individual is quarantined due to contact with a suspected case who is subsequently tested for COVID-19 and receives a negative result, the quarantined individual should be released from quarantine restrictions.
- In the context of COVID-19, an individual (incarcerated/detained person or staff) is considered a close contact if they:
  - Have been within approximately 6 feet of a COVID-19 case for a prolonged period of time OR
  - Have had direct contact with infectious secretions of a COVID-19 case (e.g., have been coughed on)

Close contact can occur while caring for, living with, visiting, or sharing a common space with a COVID-19 case. Data to inform the definition of close contact are limited. Considerations when assessing close contact include the duration of exposure (e.g., longer exposure time likely increases exposure risk) and the clinical symptoms of the person with COVID-19 (e.g., coughing likely increases exposure risk, as does exposure to a severely ill patient).

- Keep a quarantined individual's movement outside the quarantine space to an absolute minimum.
  - Provide medical evaluation and care inside or near the quarantine space when possible.
  - Serve meals inside the quarantine space.
  - Exclude the quarantined individual from all group activities.
  - Assign the quarantined individual a dedicated bathroom when possible.
- Facilities should make every possible effort to quarantine close contacts of COVID-19 cases individually.
 

Cohorting multiple quarantined close contacts of a COVID-19 case could transmit COVID-19 from those who are infected to those who are uninfected. Cohorting should only be practiced if there are no other available options.

  - If cohorting of close contacts under quarantine is absolutely necessary, symptoms of all individuals should be monitored closely, and individuals with symptoms of COVID-19 should be placed under [medical isolation](#)
  - If an entire housing unit is under quarantine due to contact with a case from the same housing unit, the entire housing unit may need to be treated as a cohort and quarantine in place.
  - Some facilities may choose to quarantine all new intakes for 14 days before moving them to the facility's general population as a general rule (not because they were exposed to a COVID-19 case). Under this scenario, avoid mixing individuals quarantined due to exposure to a COVID-19 case with individuals undergoing routine intake quarantine.
  - If at all possible, do not add more individuals to an existing quarantine cohort after the 14-day quarantine clock has started.
- If the number of quarantined individuals exceeds the number of individual quarantine spaces available in the facility, be especially mindful of those who are at higher risk of severe illness from COVID-19.
 

Ideally, they should not be cohorted with other quarantined individuals. If cohorting is unavoidable, make all possible accommodations to reduce exposure risk for the higher-risk individuals. (For example, intensify social distancing strategies for higher-risk individuals.)
- In order of preference, multiple quarantined individuals should be housed:
  - Separately, in single cells with solid walls (i.e., not bars) and solid doors that close fully
  - Separately, in single cells with solid walls but without solid doors
  - As a cohort, in a large, well-ventilated cell with solid walls, a solid door that closes fully, and at least 6 feet of personal space assigned to each individual in all directions
  - As a cohort, in a large, well-ventilated cell with solid walls and at least 6 feet of personal space assigned to each

individual in all directions, but without a solid door

- As a cohort, in single cells without solid walls or solid doors (i.e., cells enclosed entirely with bars), preferably with an empty cell between occupied cells creating at least 6 feet of space between individuals. (Although individuals are in single cells in this scenario, the airflow between cells essentially makes it a cohort arrangement in the context of COVID-19.)
  - As a cohort, in multi-person cells without solid walls or solid doors (i.e., cells enclosed entirely with bars), preferably with an empty cell between occupied cells. Employ social distancing strategies related to housing in the Prevention section to maintain at least 6 feet of space between individuals housed in the same cell.
  - As a cohort, in individuals' regularly assigned housing unit but with no movement outside the unit (if an entire housing unit has been exposed). Employ social distancing strategies related to housing in the Prevention section above to maintain at least 6 feet of space between individuals.
  - Safely transfer to another facility with capacity to quarantine in one of the above arrangements (NOTE – Transfer should be avoided due to the potential to introduce infection to another facility; proceed only if no other options are available.)
- **Quarantined individuals should wear face masks if feasible based on local supply, as source control, under the following circumstances** (see PPE section and Table 1):
    - If cohorted, quarantined individuals should wear face masks at all times (to prevent transmission from infected to uninfected individuals).
    - If quarantined separately, individuals should wear face masks whenever a non-quarantined individual enters the quarantine space.
    - All quarantined individuals should wear a face mask if they must leave the quarantine space for any reason.
    - Asymptomatic individuals under routine intake quarantine (with no known exposure to a COVID-19 case) do not need to wear face masks.
  - **Staff who have close contact with quarantined individuals should wear recommended PPE if feasible based on local supply, feasibility, and safety within the scope of their duties** (see PPE section and Table 1).
    - Staff supervising asymptomatic incarcerated/detained persons under routine intake quarantine (with no known exposure to a COVID-19 case) do not need to wear PPE.
  - **Quarantined individuals should be monitored for COVID-19 symptoms twice per day, including temperature checks.**
    - If an individual develops symptoms, they should be moved to medical isolation immediately and further evaluated. (See Medical Isolation section above.)
    - See Screening section for a procedure to perform temperature checks safely on asymptomatic close contacts of COVID-19 cases.
  - **If an individual who is part of a quarantined cohort becomes symptomatic:**
    - **If the individual is tested for COVID-19 and tests positive:** the 14-day quarantine clock for the remainder of the cohort must be reset to 0.
    - **If the individual is tested for COVID-19 and tests negative:** the 14-day quarantine clock for this individual and the remainder of the cohort does not need to be reset. This individual can return from medical isolation to the quarantined cohort for the remainder of the quarantine period.
    - **If the individual is not tested for COVID-19:** the 14-day quarantine clock for the remainder of the cohort must be reset to 0.
  - **Restrict quarantined individuals from leaving the facility (including transfers to other facilities) during the 14-day quarantine period, unless released from custody or a transfer is necessary for medical care, infection control, lack of quarantine space, or extenuating security concerns.**

- Quarantined individuals can be released from quarantine restrictions if they have not developed symptoms during the 14-day quarantine period.
- Meals should be provided to quarantined individuals in their quarantine spaces. Individuals under quarantine should throw disposable food service items in the trash. Non-disposable food service items should be handled with gloves and washed with hot water or in a dishwasher. Individuals handling used food service items should clean their hands after removing gloves.
- Laundry from quarantined individuals can be washed with other individuals' laundry.
  - Individuals handling laundry from quarantined persons should wear disposable gloves, discard after each use, and clean their hands after.
  - Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If permissible, consider using a bag liner that is either disposable or can be laundered.

## Management of Incarcerated/Detained Persons with COVID-19 Symptoms

**NOTE:** Some recommendations below apply primarily to facilities with onsite healthcare capacity. Facilities without onsite healthcare capacity or without sufficient space for medical isolation should coordinate with local public health officials to ensure that suspected COVID-19 cases will be effectively isolated, evaluated, tested (if indicated), and given care..

- If possible, designate a room near each housing unit for healthcare staff to evaluate individuals with COVID-19 symptoms, rather than having them walk through the facility to be evaluated in the medical unit.
- Incarcerated/detained individuals with COVID-19 symptoms should wear a face mask and should be placed under medical isolation immediately. Discontinue the use of a face mask if it inhibits breathing. See [Medical Isolation](#) section above.
- Medical staff should evaluate symptomatic individuals to determine whether COVID-19 testing is indicated. Refer to CDC guidelines for information on [evaluation and testing](#). See [Infection Control](#) and [Clinical Care](#) sections below as well.
- If testing is indicated (or if medical staff need clarification on when testing is indicated), contact the state, local, tribal, and/or territorial health department. Work with public health or private labs as available to access testing supplies or services.
  - If the COVID-19 test is positive, continue medical isolation. (See [Medical Isolation](#) section above.)
  - If the COVID-19 test is negative, return the individual to their prior housing assignment unless they require further medical assessment or care.

## Management Strategies for Incarcerated/Detained Persons without COVID-19 Symptoms

- Provide [clear information](#) to incarcerated/detained persons about the presence of COVID-19 cases within the facility, and the need to increase social distancing and maintain hygiene precautions.

- Consider having healthcare staff perform regular rounds to answer questions about COVID-19.
- Ensure that information is provided in a manner that can be understood by non-English speaking individuals and those with low literacy, and make necessary accommodations for those with cognitive or intellectual disabilities and those who are deaf, blind, or low-vision.
- **Implement daily temperature checks in housing units where COVID-19 cases have been identified, especially if there is concern that incarcerated/detained individuals are not notifying staff of symptoms.** See [Screening](#) section for a procedure to safely perform a temperature check.
- Consider additional options to intensify [social distancing](#) within the facility.

## Management Strategies for Staff

- Provide clear information to staff about the presence of COVID-19 cases within the facility, and the need to enforce social distancing and encourage hygiene precautions.
  - Consider having healthcare staff perform regular rounds to answer questions about COVID-19 from staff.
- Staff identified as close contacts of a COVID-19 case should self-quarantine at home for 14 days and may return to work if symptoms do not develop.
  - See [above](#) for definition of a close contact.
  - Refer to [CDC guidelines](#) for further recommendations regarding home quarantine for staff.

## Infection Control

**Infection control guidance below is applicable to all types of correctional facilities. Individual facilities should assess their unique needs based on the types of exposure staff and incarcerated/detained persons may have with confirmed or suspected COVID-19 cases.**

- All individuals who have the potential for direct or indirect exposure to COVID-19 cases or infectious materials (including body substances; contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air) should follow infection control practices outlined in the [CDC Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 2019 \(COVID-19\) in Healthcare Settings](#). Monitor these guidelines regularly for updates.
  - Implement the above guidance as fully as possible within the correctional/detention context. Some of the specific language may not apply directly to healthcare settings within correctional facilities and detention centers, or to facilities without onsite healthcare capacity, and may need to be adapted to reflect facility operations and custody needs.
  - Note that these recommendations apply to staff as well as to incarcerated/detained individuals who may come in contact with contaminated materials during the course of their work placement in the facility (e.g., cleaning).
- Staff should exercise caution when in contact with individuals showing symptoms of a respiratory infection. Contact should be minimized to the extent possible until the infected individual is wearing a face mask. If COVID-19 is suspected, staff should wear recommended PPE (see [PPE](#) section).
- Refer to [PPE](#) section to determine recommended PPE for individuals persons in contact with confirmed COVID-19 cases, contacts, and potentially contaminated items.

## Clinical Care of COVID-19 Cases

- Facilities should ensure that incarcerated/detained individuals receive medical evaluation and treatment at the first signs of COVID-19 symptoms.
  - If a facility is not able to provide such evaluation and treatment, a plan should be in place to safely transfer the individual to another facility or local hospital.
  - The initial medical evaluation should determine whether a symptomatic individual is at higher risk for severe illness from COVID-19. Persons at higher risk may include older adults and persons of any age with serious underlying medical conditions such as lung disease, heart disease, and diabetes. See [CDC's website](#) for a complete list, and check regularly for updates as more data become available to inform this issue.
- Staff evaluating and providing care for confirmed or suspected COVID-19 cases should follow the [CDC Interim Clinical Guidance for Management of Patients with Confirmed Coronavirus Disease \(COVID-19\)](#) and monitor the guidance website regularly for updates to these recommendations.
- Healthcare staff should evaluate persons with respiratory symptoms or contact with a COVID-19 case in a separate room, with the door closed if possible, while wearing recommended PPE and ensuring that the suspected case is wearing a face mask.
  - If possible, designate a room near each housing unit to evaluate individuals with COVID-19 symptoms, rather than having them walk through the facility to be evaluated in the medical unit.
- Clinicians are strongly encouraged to test for other causes of respiratory illness (e.g., influenza).
- The facility should have a plan in place to safely transfer persons with severe illness from COVID-19 to a local hospital if they require care beyond what the facility is able to provide.
- When evaluating and treating persons with symptoms of COVID-19 who do not speak English, using a language line or provide a trained interpreter when possible.

## Recommended PPE and PPE Training for Staff and Incarcerated/Detained Persons

- Ensure that all staff (healthcare and non-healthcare) and incarcerated/detained persons who will have contact with infectious materials in their work placements have been trained to correctly don, doff, and dispose of PPE relevant to the level of contact they will have with confirmed and suspected COVID-19 cases.
  - Ensure that staff and incarcerated/detained persons who require respiratory protection (e.g., N95s) for their work responsibilities have been medically cleared, trained, and fit-tested in the context of an employer's respiratory protection program.
  - For PPE training materials and posters, please visit the [CDC website on Protecting Healthcare Personnel](#).
- Ensure that all staff are trained to perform hand hygiene after removing PPE.
- If administrators anticipate that incarcerated/detained persons will request unnecessary PPE, consider providing training on the different types of PPE that are needed for differing degrees of contact with COVID-19 cases and contacts, and the reasons for those differences (see [Table 1](#)). Monitor linked CDC guidelines in Table 1 for updates to recommended PPE.
- Keep recommended PPE near the spaces in the facility where it could be needed, to facilitate quick access in an emergency.
- Recommended PPE for incarcerated/detained individuals and staff in a correctional facility will vary based on the type of contact they have with COVID-19 cases and their contacts (see [Table 1](#)). Each type of recommended PPE is defined below. As above, note that PPE shortages are anticipated in every category during the COVID-19 response.

- **N95 respirator**  
See below for guidance on when face masks are acceptable alternatives for N95s. N95 respirators should be prioritized when staff anticipate contact with infectious aerosols from a COVID-19 case.
- **Face mask**
- **Eye protection** – goggles or disposable face shield that fully covers the front and sides of the face
- **A single pair of disposable patient examination gloves**  
Gloves should be changed if they become torn or heavily contaminated.
- **Disposable medical isolation gown or single-use/disposable coveralls, when feasible**
  - If custody staff are unable to wear a disposable gown or coveralls because it limits access to their duty belt and gear, ensure that duty belt and gear are disinfected after close contact with the individual. Clean and disinfect duty belt and gear prior to reuse using a household cleaning spray or wipe, according to the product label.
  - If there are shortages of gowns, they should be prioritized for aerosol-generating procedures, care activities where splashes and sprays are anticipated, and high-contact patient care activities that provide opportunities for transfer of pathogens to the hands and clothing of staff.
- Note that shortages of all PPE categories are anticipated during the COVID-19 response, particularly for non-healthcare workers. Guidance for optimizing the supply of each category can be found on CDC's website:
  - **Guidance in the event of a shortage of N95 respirators**
    - Based on local and regional situational analysis of PPE supplies, **face masks are an acceptable alternative when the supply chain of respirators cannot meet the demand**. During this time, available respirators should be prioritized for staff engaging in activities that would expose them to respiratory aerosols, which pose the highest exposure risk.
  - **Guidance in the event of a shortage of face masks**
  - **Guidance in the event of a shortage of eye protection**
  - **Guidance in the event of a shortage of gowns/coveralls**

Classification of Individual Wearing PPE	N95 respirator	Face mask	Eye Protection	Gloves	Gown/ Coveralls
<b>Incarcerated/Detained Persons</b>					
Asymptomatic incarcerated/detained persons (under quarantine as close contacts of a COVID-19 case*)		Apply face masks for source control as feasible based on local supply, especially if housed as a cohort			
Incarcerated/detained persons who are confirmed or suspected COVID-19 cases, or showing symptoms of COVID-19		X			
Incarcerated/detained persons in a work placement handling laundry or used food service items from a COVID-19 case or case contact				X	X
Incarcerated/detained persons in a work placement cleaning areas where a COVID-19 case has spent time		Additional PPE may be needed based on the product label. See CDC guidelines for more details.		X	X

\* If a facility chooses to routinely quarantine all new intakes (without symptoms or known exposure to a COVID-19 case) before integrating into the facility's general population, face masks are not necessary.

\*\* A NIOSH-approved N95 is preferred. However, based on local and regional situational analysis of PPE supplies, face masks are an acceptable alternative when the supply chain of respirators cannot meet the demand. During this time, available respirators should be prioritized for procedures that are likely to generate respiratory aerosols, which would pose the highest exposure risk to staff.

# Verbal Screening and Temperature Check Protocols for Incarcerated/Detained Persons, Staff, and Visitors

The guidance above recommends verbal screening and temperature checks for incarcerated/detained persons, staff, volunteers, and visitors who enter correctional and detention facilities, as well as incarcerated/detained persons who are transferred to another facility or released from custody. Below, verbal screening questions for COVID-19 symptoms and contact with known cases, and a safe temperature check procedure are detailed.

- **Verbal screening for symptoms of COVID-19 and contact with COVID-19 cases should include the following questions:**
  - *Today or in the past 24 hours, have you had any of the following symptoms?*
    - Fever, felt feverish, or had chills?
    - Cough?
    - Difficulty breathing?
  - *In the past 14 days, have you had contact with a person known to be infected with the novel coronavirus (COVID-19)?*
- **The following is a protocol to safely check an individual's temperature:**
  - Perform hand hygiene
  - Put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), gown/coveralls, and a single pair of disposable gloves
  - Check individual's temperature
  - **If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be **cleaned routinely as recommended by CDC for infection control.**
  - Remove and discard PPE
  - Perform hand hygiene

Page last reviewed: March 23, 2020

# **ATTACHMENT A-7**



## Department of Public Safety

HEALTH CARE DIVISION

919 Ala Moana Boulevard

Honolulu, Hawaii 96814

Main: 808.587.1250

# Instruction Bulletin

## How to Respond to the Coronavirus

### ABOUT THE 2019-NOVEL CORONAVIRUS (COVID-19)

The Department of Public Safety is closely monitoring the spread of the 2019-novel coronavirus (COVID-19). According to the Center for Disease Control and Prevention (CDC):

Coronavirus is a contagious virus that spreads on droplets when an infected person coughs or sneezes. In some cases, it may be spread in the stool.

Symptoms of coronavirus (COVID-19) often begin with a fever and a cough, followed by muscle aches and headache. The respiratory symptoms can abruptly worsen causing bronchitis, pneumonia, or acute respiratory distress.

A person is contagious from the onset of symptoms. Without precautions, a contagious person could pass the infection to others.

On average, it takes from two days up two weeks from an exposure for a person to develop symptoms of an infection.

There is no vaccine for the coronavirus. The best prevention is handwashing and avoidance of close contact with infected individuals.

### HOW TO ADDRESS THE CORONOVIRUS AT YOUR FACILITY

Your job during an outbreak is to help identify cases, refer suspected cases to medical staff, treat or provide security for infected individuals, educate others about COVID-19 with accurate information, and prevent the spread of virus within your facility. Here are the steps involved in a response:

#### 1. IDENTIFY CASES: Staff shall look for individuals who meet both of the following criteria:

- **Clinical criteria:** fever or symptoms of lower respiratory tract infection (i.e. cough, difficulty breathing), AND
- **Epidemiologic criteria:** contact with an individual who is infected with or suspected to be infected with the coronavirus.

**Note: all new inmates should be asked about recent travel activities within the past 30 days.**

#### 2. MEDICAL ISOLATION

- Anyone determined to be at moderate or higher risk with clinical symptoms of coronavirus must be placed in a medical isolation cell.
- Standard/Contact/Airborne precautions with directions shall be posted for medical isolation cells.

- Standard/Contact/Airborne precautions shall be used by all staff when entering the medical isolation cell, caring for the inmate, or when transferring the inmate.
- Wear appropriate PPE, including respiratory protection, when entering the medical isolation cell.
- The inmate must wear a surgical mask when moving within or outside the facility.
- Alert the medical unit to a suspected case of coronavirus. The medical staff is responsible for reporting a case that meets criteria for coronavirus to the Medical Director for further instruction.
- Pregnant inmates, pregnant medical staff, or pregnant security staff should not be assigned to a module or work in an area where an infected inmate is housed.
- **An inmate with confirmed coronavirus should remain in medical isolation until cleared by a medical provider.**

#### 3. EDUCATE STAFF AND INMATES

- Place educational posters throughout the facility alerting inmates and staff to report any coronavirus symptoms.
- Distribute education on the signs and symptoms of coronavirus to facility staff.
- Instruct staff on medical isolation procedures for the facility and the posting of modified droplet precautions.

#### 4. STOP TRANSMISSION OF VIRUS

- Movement of inmates to and from a facility with a confirmed case of coronavirus should be minimized.
- Movement in and out of a module/quad which housed an infected inmate should be minimized.
- Any room occupied by an infected individual should be thoroughly cleaned. This includes cleaning and disinfection of all surfaces.
- **Wash hands with soap and water after providing patient care, making inmate contact, or handling items used by an infected person.**

#### 5. SURVEILLANCE FOR NEW CASES

- It takes fourteen days after a case of coronavirus has been confirmed to determine whether the infection has spread to others.
- Inmates and staff should immediately report suspicion of new coronavirus cases to the medical staff.

**Suspected cases of Coronavirus must be reported immediately to the Medical Unit**

# **ATTACHMENT A-8**



## Department of Public Safety

Health Care Division

March 9, 2020

## Infectious Disease

*Clinical Care Guide*

### Coronavirus Response Checklist

**CONFIDENTIAL**



## Department of Public Safety

Health Care Division

*March 9, 2020*

## Infectious Disease

*Clinical Care Guide*

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## Department of Public Safety

Health Care Division

*March 9, 2020*

## Infectious Disease

*Clinical Care Guide*

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## Department of Public Safety

Health Care Division

*March 9, 2020*

## Infectious Disease

*Clinical Care Guide*

# CONFIDENTIAL

**ATTACHMENT A-9**

**9A**

**MEDICAL EMERGENCY: Attachment #1: Pandemic Coronavirus (COVID-19) Plan**

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**ATTACHMENT A-9**

**9B**



## How CoreCivic is Managing COVID-19

For more than 35 years, CoreCivic has been a valued partner for government when it comes to public safety. During that time, we've implemented industry best practices to handle the potential spread of infectious diseases. Here's what CoreCivic is doing to keep our employees and all those in our care safe from COVID-19.



- Implemented current guidelines from the CDC and World Health Organization for COVID-19 at all CoreCivic facilities
- Revised policies and procedures to include best practices for the prevention and handling of novel coronavirus
- Purchased COVID-19 testing kits
- Communicated best practices for personal hygiene to prevent the spread of the disease
- Urged employees to stay home if they are ill and expanded PTO policies for sick employees or those caring for ill family members
- Developed plan to separate high-risk individuals in our care who are more susceptible to COVID-19
- Worked closely with our government partners to suspend visitation at facilities as necessary
- Secured additional stores of personal protective equipment

### As a reminder

- All those in our care have access to around-the-clock medical care
- Our facilities are well-staffed and trained to contain or treat this virus if necessary
- We are in constant communication with our government partners and local, state, and federal health agencies as we work to keep our employees and those in our care safe and healthy

**ATTACHMENT A-9**

**9C**



## Frequently Asked Questions Regarding COVID-19

### **1. Has visitation at my loved one's facility been suspended?**

In an effort to prevent the spread of coronavirus, many of our Government Partners have decided to halt visitations temporarily until the significant risk has passed. We have provided a list to each facility's updated visitation policy [here](#).

### **2. How can I stay in contact with my friend or family member if visitation is suspended?**

Telephone calls will not be affected by changes in visitation policy. Review the facility visitation policy [here](#) to learn what is and is not permitted at this time.

### **3. Are facilities on lockdown due to coronavirus?**

No. Facilities are not locked down at this time due to coronavirus.

### **4. Do the individuals at CoreCivic facilities have access to hand washing or sanitization supplies?**

Yes. Soap, sanitizer, washing facilities, and other supplies are available for staff and inmates/detainees/residents to use often.

### **5. How is CoreCivic working to prevent the spread of COVID-19?**

We are continuously educating staff and those in our care about the best prevention measures recommended by the CDC. Additionally, we have increased the disinfecting of high touch areas in our facilities and are adhering to updated visitation policies mandated by our government partners. We continue to monitor the situation and will adjust as necessary to protect the wellbeing of everyone in our care.

### **6. How will CoreCivic address coronavirus in a facility?**

Each of our facilities has a comprehensive plan in place to address coronavirus which includes processes to: detect and track disease, collect, analyze and report data on individuals exhibiting signs of illness; and separate the sick from the well. All of our facilities are actively promoting the following recommended prevention habits: regular hand hygiene, respiratory etiquette (coughing or sneezing into a sleeve or tissue), and avoiding touching one's mouth, nose, or eyes. Our health services administrators cooperate fully with local and state health departments and our protocols mirror local, state and federal recommendations.

## **ATTACHMENT B**

These are the actual numbers/capacity for the Saguaro facility:

November Unit (all two-man cells)		
	Housed	Capacity
Alpha	52	56
Bravo	8	52
Charlie	42	52
Delta	26	52
Echo	31	52
Total	159	

Lima Unit (all two-man cells)		
	Housed	Capacity
Alpha	0	120
Bravo	62	120
Charlie	63	120
Total	125	

Kilo Unit (all two-man cells)		
	Housed	Capacity
Bravo	98	120
Charlie	92	120
Total	190	

Mike Unit (all two-man cells)		
	Housed	Capacity
Alpha	109	120
Bravo	109	120
Charlie	98	120
Total	316	

Hotel Unit (all two-man cells)		
	Housed	Capacity
Bravo	11	60
Charlie	33	60
Delta	103	120
Total	147	

Juliet Unit (all two-man cells)		
	Housed	Capacity
Alpha	105	120
Bravo		120
Charlie	86	120
Total	191	

Other		
	Housed	
Hospital	1	

These are the actual numbers/capacity for the Oahu facilities:

Housing Unit	Oahu Community Correctional Center				
	OCCC	Cell	Dorm	Bedroom	Capacity
Annex 1	116		X		100
Annex 2	60		X		114
Holding	41	X			
Infirmary	2	X			
Laumaka	81			X	96
Module 1	37	X			48
Module 11	54	X			48
Module 13	67	X			48
Module 17	68	X			48
Module 18	68	X			72
Module 19	83	X			72
Module 2	39	X			48
Module 20	69		X		80
Module 3	60	X			60
Module 4 (MH patients)	55	X			24
Module 4A	0	X			
Module 7	13	X			24
Module 8	18	X			24
Pan Makai	35		X		24
Pan Mauka	32		X		24
Total	998				

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

Halawa Correctional Facility				
Housing Unit	HCF	Cell	Dorm	Capacity
H Holding	3	X		
Holding	32	X		
Infirmary	19	X		
Module 1A	96	X		248
Module 1B	112	X		248
Module 2A	107	X		248
Module 2B	100	X		248
Module 3A	111	X		248
Module 3B	116	X		248
Module 4A	116	X		248
Module 4B	81	X		248
Module 5	42	X		30
Module 6	31	X		90
Module 7	20	X		90
Total	986			

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

These are the actual numbers/capacity for the Oahu facilities continued:

Waiawa Correctional Facility				
Housing Unit	WCF	Cell	Dorm	Capacity
W10A	46		X	100
W4	36		X	48
W5	44		X	40
W6	40		X	40
W9A	35		X	100
W9B	42		X	100
Total	243			

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

Women's Community Correctional Center					
Housing Unit	WCCC	Cell	Dorm	Bedroom	Capacity
Ahiki A	21		X		88
Ahiki B	31		X		88
Comm	19		X		
Infirmary	5	X			
Kaala A	37		X		32
Kaala B	18		X		32
Kaala C	19	X			
Kaala D	14			X	16
Maunawili D	14			X	20
Olomana A	35		X		22
Olomana B	14	X			12
Olomana C	19	X			22
Olomana D	11			X	16
Total	257				

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

These are the actual numbers/capacity for the Hawaii Island facility:

Hawaii Community Correctional Center				
Housing Unit	HCCC	Cell	Dorm	Capacity
Hale Nani	54		X	100
Hale Nani Makai	55		X	100
Komohana	78	X		64
Main - Female	14	X		22
Main – Male	83	X		22
Waianuenue	69	X		40
Total	353			

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

These are the actual numbers/capacity for the Kauai facilities:

Kauai Community Correctional Center				
Housing Unit	KCCC	Cell	Dorm	Capacity
Cabin A	11		X	0
Cabin B	12		X	0
Cabin C	19		X	0
Holding	3	X		
Module A	22	X		24
Module B	24	X		24
Module C	40	X		80
Total	131			

Cabins A, B, and C built as temporary housing for residents after Hurricane Iniki

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

Kauai Correctional Facility				
Housing Unit	KCF	Cell	Dorm	Capacity
Dorm 1	10		X	20
Dorm 2	26		X	20
Dorm 3	20		X	20
Dorm 4	18		X	20
Dorm 5	24		X	20
Dorm 6	24		X	20
Dorm 7A	20		X	40
Dorm 7B	20		X	40
Holding	4		X	
Total	166			

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

These are the actual numbers/capacity for the Maui facility:

Maui Community Correctional Center				
Housing Unit	MCCC	Cell	Dorm	Capacity
Dorm 1	19		X	40
Dorm 2	15		X	40
Dorm 3	14		X	12
Dorm 4	9		X	32
Dorm 5	13		X	32
Dorm 6	30		X	
Dorm 7	31		X	100
Dorm 8	No longer exists			
Holding	8	X		
Module 3	14	X		6
Module A	77	X		48
Module B	90	X		48
Module C	18	X		6
Module D	11	X		
MP	19		X	9
Total	368			

All capacity numbers are from the CPMC 2001 Annual Report issued December 2001

Other:

Federal Detention	
Sub 1	FDC
HCF	5
OCCC	111