To: All Incarcerated Men and Women
From: Deputy Commissioner Michelle Smith
Re: Coronavirus (COVID 19) and Seasonal Influenza
Date: March 11, 2020

I wanted to share with you some important changes we are implementing to continue our efforts to keep you safe and prevent COVID-19 (or "coronavirus") from being introduced or spread within our facilities. We are considering other measures and I will communicate with you about them as soon as we make decisions.

As of today, we will be:

- **Suspending in-person visiting** for two weeks. We recognize the importance of your connections to your family, friends, and support networks so we are also exploring ways to expand the availability of electronic visiting, including potential reduction or waiver of fees. We will re-consider this decision in two weeks.
    * For Attorney Visits: Please have your attorney continue working with your case manager to arrange communications.

- **Postponing any events** that involve people coming into the facilities from outside, including graduations and volunteer services. Again, we will re-consider this decision in two weeks.

- **Distributing, through MINNCORR, extra bars of soap** to be available in every facility.

- **Waiving all medical co-pays** until further notice to encourage everyone to report any new symptoms they are experiencing, including coughs and suspected fevers.

As always, please follow good personal hygiene practices:

- Wash your hands frequently and thoroughly – scrub for 20 seconds with soap before rinsing with water.

- Cough or sneeze into your sleeve or a tissue – not your hands. Immediately toss your tissue in the garbage.

- Clean your cells regularly. Contact your living unit staff for procedures.

- If you are concerned about your health, please sign up for sick call or contact Nursing.