South Carolina Department of Corrections (SCDC) COVID-19 Action Plan

SCDC manages a statewide correctional system involving 21 prisons located throughout the state, which are of various security levels and specialized missions. SCDC has been planning for coronavirus (COVID-19) since February 2020. Phase One activities included guidance from the Medical Services Division regarding description of the disease, where the infection was occurring and best practices to mitigate transmission. An agency task force was working in conjunction with subject matter experts from the Governor's Office, S.C. Department of Health and Environmental Control, Emergency Management Division and other state agencies. SCDC's planning is structured using the Incident Command System (ICS) framework.

As a result of these ongoing efforts, SCDC, after coordination with DHEC and the Governor's Office is implementing Phase Two of our COVID-19 response. Effective immediately, the following measures are being deployed by the SCDC in order to mitigate the spread of COVID-19, acknowledging the state will have more confirmed cases in the coming weeks. These measures are being implemented to ensure the safety of our inmates and the continued effective operations of the state prison system and to ensure that staff remain healthy and available for duty.

VISITATION: Visitation will be suspended for 30 days, at which time the suspension will be reevaluated. To ensure inmates maintain social ties, SCDC and GTL will allow for two free calls per week between March 17, 2020 through April 13, 2020.

LEGAL VISITS: Access to legal counsel remains a paramount requirement in the SCDC but like visitation, the SCDC is mitigating the risk of exposure created by external visitors. Attorneys seeking an in-person visit with their client or a confidential call should contact the institution (http://www.doc.sc.gov/institutions/institutions.html) or contact the Office of General Counsel at (803) 896-8508 to arrange. The attorney will need to undergo screening using the same procedures as staff and complete an Attestation of No Known Illness form (SCDC Form M-217). Attorneys should also maintain social distancing of 6' from their client.

INMATE MOVEMENT: All inmate facility transfers will be suspended, unless medically necessary, for 30 days, at which time the suspension will be reevaluated or by the approval of the Deputy Director for Operations. Admission of new inmates will continue; however, such inmates will be screened, checked for exposure and isolated or quarantined as deemed appropriate. For more information on isolation and quarantine, please visit the following link: https://www.cdc.gov/quarantine/index.html.

WORK RELEASE AND LABOR CREWS: All work release and labor crews will be suspended for 14 days and then will be reevaluated. The work crew exceptions are as follows: Goodman crews for Facilities Management, Support Services and Transportation and Camille Graham crew for Headquarters and Recruiting.

OFFICIAL STAFF TRAVEL: Official staff travel will be suspended for 30 days, at which time the suspension will be reevaluated. Any exceptions may be approved by the Director of SCDC.

TRAINING: All staff training, and meetings are suspended through March 31, 2020 and will be reassessed at that time. Please take this opportunity to complete your on-line training.

STAFF HIRING: Staff hiring initiatives will continue. Interviews may be conducted by telephone or via video conference.

CONTRACTORS: Essential contractor access to SCDC facilities will continue; however, contractors who require access will be screened using the same procedures as staff prior to entry and will have limited access to the inmate population.

VENDORS: Essential vendors access to SCDC facilities will continue; however, vendors who require access will be screened using the same procedures as staff prior to entry and will have limited access to the inmate population.

INSTITUTIONAL MAINTENANCE: Institutional maintenance needs will be evaluated on a case by case basis and will focus on essential functions.

VOLUNTEERS: Volunteer visits will be suspended for 14 days, at which time the suspension will be reevaluated. Exceptions will be approved by the Deputy Director for Operations.

SCREENING OF STAFF: Enhanced health screening of staff will be implemented statewide. Such screening includes self-reporting and temperature checks for the next 30 days, at which time the process will be reevaluated. Please see attached information from SCDC Office of Human Resources as well as an attachment from the S.C. Department of Administration State Office of Human Resources, regarding human resource updates. (SEE ATTACHMENT BELOW)

SCREENING OF INMATES: The SCDC maintains an infectious disease management program as a matter of routine. To address the specific issues involving COVID-19, the SCDC uses the following practices:

- All newly-arriving SCDC inmates are being screened for COVID-19 exposure risk factors and symptoms.
- Asymptomatic inmates with exposure risk factors are quarantined.
- Symptomatic inmates with exposure risk factors are isolated and tested for COVID-19 per SCDC health authority protocols.

TOURS: Tours will be suspended for 30 days, at which time the suspension will be reevaluated. Any exceptions will be approved by the Deputy Director of the Operations.

MODIFIED OPERATIONS: For the next 30 days, the SCDC will implement statewide modified operations to maximize social distancing and limit group gatherings in our facilities. For example, depending on the facility's population and physical layout, the institution may implement staggered meal times, recreation, etc. These modifications will be reevaluated in 30 days.

***Please note that this action plan will be reevaluated as needed.**

2019 Novel Coronavirus-HR Update

To help slow the spread of COVID-19 in our state and protect the health and safety of South Carolina's citizens, Governor McMaster directed South Carolina agencies effective Monday, March 16, 2020, to engage in additional proactive measures to help safeguard the health and safety of their workplaces by maximizing telecommuting flexibilities to eligible workers within populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 and CDC-identified special populations.

CDC and DHEC identified high risk and special populations include the following individuals:

- Older adults;
- People who have serious chronic medical conditions like heart disease, diabetes, and lung disease;
- People with compromised immune systems; and
- Pregnant women

Agencies should also extend telecommuting flexibilities more broadly to accommodate state and local responses to COVID-19, including, but not limited to, extending telework flexibilities for employees affected by school closures.

Agencies are also encouraged to authorize use of sick and/or annual leave for employees who are in CDC higher risk or special populations and are not telework eligible. HR has the ability to advance up to 15 days of leave, if needed.

Agencies should not require certification by a medical professional that an individual is within the CDC and DHEC higher risk or special populations and may accept self-identification by employees that they are in one of these populations. This self-identification may be made verbally or be required in writing.

It is imperative that you, the Warden or Division Director, notify Headquarters HR if you have an employee who will be telecommuting.

The memorandum from the Department of Administration is attached for your review.

Thank you,
Jessica T. Lovelace, Assistant Deputy Director, Administration

admin
THE SOUTH CAROLINA
DEPARTMENT of ADMINISTRATION

Henry McMaster, *Governor*
Marcia S. Adams, *Executive Director*

OFFICE of THE EXECUTIVE DIRECTOR

MEMORANDUM

TO: Agency Directors

FROM: Marcia Adams, Executive Director

SUBJECT: 2019 Novel Coronavirus

DATE: March 14, 2020

On Friday, March 13, 2020, President Donald Trump declared a national emergency due to the 2019 Novel Coronavirus (COVID-19). Governor Henry McMaster also declared a state of emergency for the State of South Carolina.

To help slow the spread of COVID-19 in our state and protect the health and safety of South Carolina's citizens, Governor McMaster directs South Carolina agencies and higher education institutions (collectively "agencies") effective Monday, March 16, 2020, to engage in additional proactive measures to help safeguard the health and safety of their workplaces by maximizing telecommuting flexibilities to eligible workers within populations that the Centers for Disease Control and Prevention (CDC) has identified as being at higher risk for serious complications from COVID-19 and CDC-identified special populations.

CDC and DHEC identified high risk and special populations include the following individuals:

- Older adults;
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- Pregnant women

Agencies should not require certification by a medical professional that an individual is within the CDC and DHEC higher risk or special populations and may accept self-identification by employees that they are in one of these populations. This self-identification may be made verbally or be required in writing.

Agencies should also extend telecommuting flexibilities more broadly to accommodate state and local responses to COVID-19, including, but not limited to, extending telework flexibilities for employees affected by school closures. Agencies are also encouraged to authorize use of sick and/or annual leave for

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employees who are in CDC higher risk or special populations and are not telework eligible.

Even if employees are in CDC higher risk or special populations, state employees who are designated as essential, or mission-critical to the state's response to COVID-19, or are necessary to the continuity of operations of state government, may be directed to report to work as needed within the sole discretion of the Agency Head or his/her designee.

Agencies with questions regarding telecommuting should consult DSHR's guidance on it (https://www.admin.sc.gov/dshr/model_policies).

In response to the evolving situation concerning COVID-19, the Governor has also directed agencies to postpone all non-essential travel, as defined by the Agency Head or his/her designee, until further notice.

The Department of Administration will continue to closely monitor developments related to COVID-19 and provide additional guidance as needed. If you have questions regarding telecommuting or travel, please contact Karen Wingo, Director of the Division of State Human Resources (803-422-8645) or me.