Memorandum

Date: May 11, 2020

To: Associate Directors, Division of Adult Institutions
Wardens

Subject: **COVID-19 GUIDANCE FOR DAILY PROGRAM REGARDING SOCIAL DISTANCING FOR CELL OR ALTERNATIVE/DORM STYLE HOUSING OF EIGHT PERSON COHORTS**

The California Department of Corrections and Rehabilitation's priority is to protect the health and well-being of our staff and the offender population, as well as providing a safe environment for the public who enter our institutions. The purpose of this memorandum is to set forth operational expectations that must be considered as you develop your daily operational programs, with the goal to mitigate exposure of staff and inmates to the Coronavirus (COVID-19). Mitigation is achieved by housing inmates in either cells or, in some dorm settings, in groups of eight separated by six feet of space. Mitigation is further achieved by ensuring all maintain at least six feet apart from each other, unless security would dictate otherwise. Each institution shall be responsible for their daily operations taking the following information into consideration:

- Movement of inmates should be controlled to maintain increased social distancing unless security would dictate otherwise (i.e. Restricted Housing Unit placement). Movement for all dorm/gym housing with eight-person pods should be cohorted as much as feasibly possible; in such a fashion as to not mix inmates with other cohorted groups, as well as not mixing inmates from different housing units.
- When social distancing is not possible due to assisting an inmate in a wheelchair etc., staff and inmate workers shall ensure they are wearing gloves and a face mask. Staff shall provide the inmate with materials to thoroughly sanitize any Durable Medical Equipment (DME) that is contacted as a result of the provided assistance.
- Cleaning in all areas shall continue as instructed in the April 8, 2020, memorandum entitled *Covid-Related Cleaning Protocols for Institutions*, (Attached).
- Feeding options to consider to ensure greater social distancing: cell feeding, one tier of a housing unit, one-half a housing unit, or one housing unit at a time, cohorted inmates that are housed in the same cohort should walk together to the dining halls, maintaining social distancing. Tables, rails, culinary food window ports shall be disinfected between each groups use. Install or maintain ground markers indicating six feet apart as a reminder for inmates to maintain social distancing.
- Ducats – Priority ducats only; and when required to ducat in groups, ducat through housing cohorted inmates as much as possible.
- Legal Visits - Urgent/emergency, through telephone or video conference where available, always cleaning the room and equipment between each use.
- Board of Parole Hearings will continue with attorney contacts as required with continued cleaning of the room and equipment between each use.

- Inmate workers shall be screened per the memorandum, dated April 10, 2020, entitled, Screening of Critical Inmate Workers (Attached). Maintain social distancing in the workplace.
- Showers and Restroom Use – Cohorts may shower together, when feasible. Daily, staff will remind and educate the inmate population to maintain social distancing standards and disinfect between each use.
- Law Library – Priority Library Users or paging option while maintaining social distancing in library.
- Dayroom – Reduced numbers to allow for increased social distancing may result in no dayroom activities. Showers and phone calls should be provided as outlined in this document.
- Recreation - One housing unit/dorm at a time and in such a fashion as to not mix inmates from one housing unit with another housing unit or one exposed or infected group with another. Inmates housed in cohorted groups should go to yard together. Shared recreation equipment shall be cleaned between each use.
- Canteen is permitted under current local policy while maintaining social distancing. If social distancing is not able to be achieved, consider delivery method.
- Packages are permitted under current local policy while maintaining social distancing. If social distancing is not able to be achieved consider delivery method.
- Phone calls are permitted - Disinfect between each use.
- Religious programs shall be provided in such a manner as to allow for social distancing once group activities resume. Until such time, religious activities will be accommodated through cell front or the delivering of materials to housing unit/dorm/cells.
- Educational programs shall be provided in such a manner as to allow for social distancing, once group activities resume. Until such time, education materials will be provided to housing unit/dorm/cells.
- Face barriers/masks must be donned by inmates and staff per memorandum dated April 16, 2020, entitled, CALPIA Cloth Face Barrier/Mask (Attached). Staff shall continue to educate the inmate population on the importance of donning the face mask provided. Supervisors shall continue to educate staff on the importance of donning face masks.
- Announcements – Effective immediately, and for the duration of the COVID-19 altered program, the following announcements shall be made throughout the day in the housing unit/dorm/cell and yard through the public address system:

> *For the safety of all, you are reminded that you need to maintain social distancing, at least six feet away from another person, and wear your mask anytime you are out of your cell/dorm. Please continue to clean and disinfect your immediate area and all touch points that you come in contact with. If you feel ill, inform staff immediately. Thank you for your continued dedication and compliance as we work through this together.*

Announcements must be made at the beginning of second and third watches and at least one additional time during the respective watch. Prerecorded announcements may be announced on inmate television three times per day.

All announcements and times will be noted in the Facility Yard and Housing Unit logbooks. Housing unit/dorm officers and supervisors are expected to conduct additional rounds and spot checks of inmates in an effort to educate the inmate population. Inmates who are designated as Hearing Disability Not Impacting Placement (DNH) and Hearing Disability Impacting Placement (DPH) shall be personally notified of these announcements by unit staff. Staff American Sign Language (ASL) interpreters shall continue to frequently remind inmates who rely on ASL of all the safety measures regarding COVID-19 such as washing their hands and maintaining social distancing.

Hiring authorities are to ensure all custody and support staff receive On-the-Job (OJT) training regarding the contents of this directive. Please use the information within this memorandum and attachments as guidance during the OJT session. The OJT session should be interactive to ensure everyone understands what is expected. Proof-of-practice for completion of the OJT is due to your respective mission Associate Director by May 22, 2020.

Hiring authorities will further ensure educational information regarding Covid-19 is provided to the inmate population through staff, posters and DRP-TV, etc.

Thank you for your continued efforts in managing this COVID-19 event. If you have any additional questions, please contact your respective Associate Director.

CONNIE GIPSON
Director
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Attachments

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