

Covid-19 Operational Response Plan

Phase 1

Responsive to Governor Lamont's emergency health declaration the following shall be implemented to mitigate the risk of contamination for staff and the incarcerated population. Outside access to the facilities shall be restricted to essential services only. Facilities shall modify operations to avoid large group activities for the incarcerated population. The following modifications shall be made to facility operations at this time, the circumstances are fluid and constantly being reassessed with the ability to either relax or further restrict activities should circumstance dictate.

- Meals shall be conducted in unit, where appropriate meals will be in the unit dayroom rather than in cell.
- Recreation shall continue at this time however restricted to one unit at a time in the gym.
- Social visiting shall be suspended.
- Legal visits will continue however when attorneys call to schedule legal visits they will be advised that the Governor has declared a health emergency and encourage them to schedule a legal call if possible.
- Professional visits (DCF, DMHAS etc) will be accommodated.
- Outside tours (schools, civilians) shall be suspended.
- Volunteer led programs shall be suspended.
- Religious services shall be limited to state employee led only. Collective services shall be restricted to a maximum of 50 inmates.
- Inmates shall continue to report to their work and school assignments.
- Outside community work details shall be suspended. Outside clearance workers under DOC supervision (i.e. grounds, Central office, Turkey Hill, warehouse) shall continue.
- Work furlough programs (Whitcraft/Boatworks) will continue, inmates will be assessed by medical for signs and symptoms upon returning from work daily.
- Programs facilitated by DOC employees shall continue however shall be restricted to a maximum of 50 inmates.
- Facility transfers shall be limited to essential only.
- Laundry services will be unchanged.
- Commissary services will be unchanged.
- Outside contractors/vendors shall be reviewed on a priority basis.
- MAT therapy vendors shall continue to be allowed access.
- Deathbed, funeral visits shall be suspended.
- Facilities with large medication pass shall control the movement to reduce the number of inmates waiting in line at any given time.

- Deliveries to facilities shall continue, staff conducting the vehicle searches shall ensure the drivers answer the following questions before allowing access (this shall apply to all professional, outside contractors etc).
 1. In the last 14 days have you developed fever, cough or shortness of breath?
 2. Have you been in close contact with anybody diagnosed with coronavirus or who is being evaluated for possible exposure to coronavirus?
 If the employee answers yes to either of these questions they are not to be allowed into the facility and a Supervisor shall be notified.

All staff must ensure that daily cleaning on all shifts continues persistently. Staff are to ensure that inmate detail workers and tiermen continue to clean all common areas to include:

Showers, shower handles, dayroom tables, chairs, stairs, handrails, door knobs, toilets, etc. Cleaning supplies shall be closely monitored to ensure proper dilution and avoid waste. Inmate workers are to be trained in proper cleaning and proper use of cleaning chemicals (i.e. disinfectants and soaps). In the designated isolation unit detail workers are to clean cells daily when a new admission or discharged inmate leaves the unit. Mattresses shall be disinfected when transferred between offenders.

Prepare facility job action plan in response to possible staff shortages to include the following:

1. Develop a minimum coverage post plan (list posts by shifts). Refer to Job Action Post Plan.
2. Determine the staff operating 12-hour shifts with no days off compliments needed for each shift when operating. Refer to Job Action Post Plan
3. Minimum staff requirements for other services and categorize them as "must have" services and "should have" services. (i.e. Supervision, Food Service, Maintenance, Recreation/Programs, Medical, Business, Personnel, Classification, etc.).
4. Develop a separate schedule and plan for operation of the basic services: (refer to facility emergency plans)

A. Security	E. Sanitation
B. Feeding	F. Inmate Transportation
C. Visitation	G. Religious Services
D Medical	H. Case Management/Classification
5. Provide a list of all bargaining unit and managerial employees by job title and home phone number.
6. Provide a list of facility non-bargaining unit employees that may have specific skills not related to the job title (i.e. maintenance, medical, etc.)
7. Prepare to provide cots, showers, linen, toiletries, clothing, underwear and socks for all staff that continue working but remain at the facility in the event 12 hour shifts e implemented.