



Kentucky Department of Corrections

COVID-19 Pandemic Action Plan

It is the policy of the Kentucky Department of Corrections to effectively manage a critical incident in order to maintain the safety of the public, the safety of staff, and the safety and well-being of inmates and our clients on supervision. Our Health Services Division has developed a detailed medical protocol outlining specific information including screening forms for staff and inmates and criteria for who gets tested.

DOC institutional staff are trained on a critical incident management system. We use Incident Action Plans (IAPs) that contain objectives reflecting the overall strategy for managing an incident within a prison. We have detailed IAPs for disease outbreak or epidemic. All these plans are currently being refined for COVID-19. These plans provide guidelines for the management of emergency scenarios most likely to occur in a correctional environment. *(IAPs are secure documents.)*

The Division of Probation and Parole has formulated a detailed action plan as well and highlights are included in this report.

For all our populations, inmate, staff and clients, education is key. We plan to do the following:

- Memo to be distributed to all inmates; information will also be distributed via JPay and institutional channels, as well as posters.
- Memo to be distributed to all staff via email. Instructions will be given to supervisors to go over the information with staff without email accounts. The information will include a link to informational posters and supervisors will be instructed to post in key locations.

Institutions

We are addressing an action plan for COVID-19 and focusing on three main areas: education, mitigation and prevention, and containment. Education is addressed above.

➤ Mitigation/Prevention

- Waive \$3 copay for inmates
- Focus on geriatric and other high risk inmates
- Limit inmate transfers
- Limit/prohibit communal activities (i.e. visitation, volunteer-led activities)

**Should inmate visitation be suspended temporarily, inmates will be given a free phone call to inform family members of the proactive measure; we are also exploring allowing the inmates to have one free JPay message and response.*

- Screen all incoming inmates (returning from hospital, court, jail, etc.)
- Screen staff upon arrival to work
- Increased Use of Clean Teams: each prison has designated trained inmates who provide continual sanitation of surfaces to include doors, phones, kiosks, etc. They systematically clean surfaces in high traffic areas with disinfectant. A directive was issued to expand the use of clean teams through implementation of IAP.
- Ensure adequate supplies on hand to address situation.

➤ Containment

- Inmate management according to IAP (*secure document*).
- Interior containment – limited services within the prison and limited movement; utilize trained support in expanded roles
- [REDACTED]
- Tracking – case management and tracking will occur through the electronic medical record for inmates.

Probation and Parole

➤ Mitigation/Prevention

- Utilize lobby (through window) reporting
- Equip staff with VPNs to work remotely when possible
- Employ regional staffing support to impacted areas when needed
- Inventory, order and secure all Personal Protection Equipment (PPE). Issue as necessary.
- Provide and encourage the use of nitrile gloves throughout the day and especially when interacting with visitors or the public
- Establish easily accessible disinfection or sanitation stations throughout the facility and near each entrance
- Designate clean teams to disinfect facilities paying special attention to often-touched surfaces and equipment. Communicate changing needs to contract janitorial services.
- Field operations, to include home visits, transports and placement verifications will only be conducted when there is an immediate and articulable risk to public safety and approved by the District Supervisor or designee.
- Monitor staff and visitors for signs and symptoms of illness. Visitors, to include offenders arriving for report day, are not permitted if symptomatic. Telephonic and/or Electronic Reporting should be considered and may be approved by the District Supervisor if the situation warrants such action.

- Postpone or cancel in-person meetings, programs and events.

County jails

In conjunction with Kentucky Jailers Association, send educational tips and guidance. Including:

- Routinely check the KY Department of Public Health's COVID19 website (www.kycovid19.ky.gov) for latest updates/guidelines/resources to educate inmates and staff/visitors. This website also has a link to the CDC website, which has additional resources. The KY website is updated daily, so it is the best source of information. • Instruct them to utilize their local health departments as a resource
- The CDC is working to prepare guidelines for jails/correctional facilities. There is no timeline regarding their release, but keep checking their website for updates.
- Contact local health departments that can assist in answering questions and providing additional guidance regarding specific circumstances/cases. If the local health department cannot answer questions, they can refer to the state call center
- Work with facility's medical provider to ensure protocols are in place to address the following:
 - ✓ Intake screening process for inmates coming into/leaving the facility
 - ✓ Housing/quarantine options for those who have symptoms or need observation
 - ✓ Identifying geriatric or other at risk inmates
 - ✓ Screening process for staff to monitor for symptoms of illness
 - ✓ PPE for medical/security staff and/or inmates
 - ✓ Limit outside medical trips to only those necessary
 - ✓ Availability of testing kits
 - ✓ Availability of medications
- Review inmate work details, both community service and work release (court ordered or state) and limit to only those absolutely necessary. If work release is court ordered, discuss with sentencing court options for suspension of release or permanent release to prevent inmates coming into/out of facility unnecessarily.
- Review visitation policy to determine if restrictions are needed. Considerations should be made to account for both contact and non-contact visits (including attorneys, clergy, family/friends, etc.). Ensure notice of any suspension of visits be communicated via social media/PSA/etc.
- Review policy for volunteers or other non-jail staff conducting business inside the facility. This should include instructors providing educational or other programming/services, pretrial services, probation & parole, law enforcement, etc.
- Increase cleaning/disinfecting schedules
- Communicate with local court officials regarding appearances for those who are displaying symptoms of illness

- Limit transfers between facilities to only those that are essential. Follow DOC directive regarding transfers to state facilities.
- Consideration should be given to addressing facility staffing shortages due to those who are sick or have immediate family who are sick, which may prevent them from being able to report to work
- Discussion with food service provider to ensure adequate food supply on hand and addressing staff/inmate workers who help provide food service.