

Safe Start Corrections

Step-by-Step Approach for Reopening Operations During COVID-19



STEP	1	2	3	4
AREA	Current Practice NO LESS THAN 3 WEEKS	Effective Date: _____ NO LESS THAN 3 WEEKS	Effective Date: _____ NO LESS THAN 3 WEEKS	Effective Date: _____ NEW NORMAL
EMPLOYEES	<ul style="list-style-type: none"> Teleworking continues Alternate assignments for high risk employees 	<ul style="list-style-type: none"> Teleworking continues Alternate assignments for high risk employees 	<ul style="list-style-type: none"> Teleworking continues Alternate assignments for high risk employees 	<ul style="list-style-type: none"> Establish permanent teleworking options Modify workplace staffing/schedules/workspaces, as applicable Alternate assignments cease
SCREENING, PPE & SANITIZING	<ul style="list-style-type: none"> Enhanced screening required at all entry points for all facilities and offices Follow Personal Protective Equipment (PPE) Matrix Continued use of hand sanitizer and frequent handwashing Enhanced cleaning and sanitation practices continue Continue increased N95 fit-testing 	<ul style="list-style-type: none"> Enhanced screening required at all entry points for all facilities and offices Follow PPE Matrix and evaluate matrix for Step 3 implementation Continued use of hand sanitizer and frequent handwashing Enhanced cleaning and sanitation practices continue Continue increased N95 fit-testing 	<ul style="list-style-type: none"> Enhanced screening required at all entry points for all facilities and offices Follow PPE Matrix Evaluate PPE Matrix and screening protocols for Step 4 implementation Continued use of hand sanitizer and frequent handwashing Enhanced cleaning and sanitation practices Continue increased N95 fit-testing 	<ul style="list-style-type: none"> Entrance screening TBD Follow PPE Matrix Enhanced cleaning and sanitation practices continue
TRAINING	<ul style="list-style-type: none"> New Employee Orientation (NEO), Correctional Worker Core (CWC), Case Management Academy (CMA) and Accelerated On-Boarding Training (AOBT) continue Classroom training limited by room size to maintain social distancing All other training suspended or online 	<ul style="list-style-type: none"> NEO, CWC, CMA, and AOBT continue Resume Community Corrections Officer Academy (CCOA) and Essential Skills for Supervisors (ESS) Classroom training limited by room size to maintain social distancing CCD firearms re-qualification (up to 5) Correctional Officer (CO) initial firearms qualifications All other training suspended or online 	<ul style="list-style-type: none"> NEO, CWC, AOBT, CCOA, CMA, and ESS are operational Resume firearms/TASER training/requalification and Specialty Team training Resume Work Release Academy Annual In-Service (AIS) training continues online or resumes in the classroom, as applicable Classroom training 50-75% of room capacity as appropriate by class Resume Control/Impedance Tactics (CIT) re-qualification, class size 12 	<ul style="list-style-type: none"> Resume all training Classroom training to 75%-100% of room capacity as appropriate by class Distancing and good hygiene practices remain Fire drills resume
TRAVEL & MEETINGS	<ul style="list-style-type: none"> Essential Travel Only 	<ul style="list-style-type: none"> Limited non-essential travel within proximity of work site 	<ul style="list-style-type: none"> Resume non-essential travel and in-person meetings up to 50 people, maintaining less than 50% room capacity 	<ul style="list-style-type: none"> Continue non-essential travel
COMMUNITY CORRECTIONS DIVISION (CCD)	<ul style="list-style-type: none"> Maintain limited operations to include field work, office contacts, warrant sweeps, arrests, interactions with Law Enforcement (LE) Use of prison transport resources for high-risk transports 	<ul style="list-style-type: none"> Modify operations to increase field work, office contacts, warrant sweeps, interactions with LE Determine capacity of arrests based on local jail available bed space Continued use of prison transport resources for high-risk transports 	<ul style="list-style-type: none"> Modify warrant sweep process, resume based on modifications Assess need for continued use of prison transport resources 	<ul style="list-style-type: none"> Draft and/or review revised contact standards based on legislative implementation
WORK RELEASE	<ul style="list-style-type: none"> Room and board waiver applies (unable to work due to COVID-19) 	<ul style="list-style-type: none"> Room and board waivers continue case-by-case basis 	<ul style="list-style-type: none"> Room and board waivers ends (except for DOC restriction) 	
SEARCHES	<ul style="list-style-type: none"> Pat search: random searches suspended, reasonable suspicion only Strip search: performed at distance of 6 feet Cell search: random searches and cell inspections suspended, reasonable suspicion only Staff search: routine, random, and mandatory pat searches suspended 	<ul style="list-style-type: none"> Pat search: random searches suspended, reasonable suspicion only Strip search: performed at distance of 6 feet Cell search: resume some cell searches and inspections Staff search: routine, random, and mandatory pat searches suspended 	<ul style="list-style-type: none"> Pat search: limited to high risk areas (e.g., yards, gyms, etc.) and reasonable suspicion Strip search: no restrictions Cell search: 50% of normal, unless reasonable suspicion Staff search: resume random staff searches on a limited basis 	<ul style="list-style-type: none"> Pat search: resume pat search process Cell search: resume cell searches and inspections Staff search: resume staff search process
DRUG TESTING	<ul style="list-style-type: none"> Prisons: random urine analysis (UA) suspended, reasonable suspicion only, breath alcohol tests suspended CCD: Drug Offender Sentence Alternative (DOSA) requirement reduced to weekly testing for one (1) month, others per Community Corrections Officer (CCO) discretion, breath alcohol tests suspended 	<ul style="list-style-type: none"> Prisons: random UA suspended, reasonable suspicion only, breath alcohol tests suspended CCD: DOSA requirement reduced to weekly testing for one (1) month, others per CCO discretion, breath alcohol tests suspended 	<ul style="list-style-type: none"> Resume all drug testing per DOC policies 420.380 and 420.385 	
VISITATION	<ul style="list-style-type: none"> No facility visitation Work Release (WR) restricted/limited movement into the community 	<ul style="list-style-type: none"> No facility visitation WR social outings once per week to one (1) location only 	<ul style="list-style-type: none"> No more than 50 people or 50% capacity, whichever is less No more than three (3) per table WR social outings twice per week, for up to 10 hours total per week 	<ul style="list-style-type: none"> Resume visiting Resume Extended Family Visits WR resume social outings
INCARCERATED & SUPERVISED WORKERS	<ul style="list-style-type: none"> Correctional Industries (CI): manufacturing essential products only with social distancing CCD and offsite Prison work crews cancelled 	<ul style="list-style-type: none"> CI: manufacturing of some non-essential products resumes CCD and offsite Prison work crews are cancelled 	<ul style="list-style-type: none"> CI: resume manufacturing, service, and delivery CCD and Prison offsite work crews resume 	
PROGRAMS & VOLUNTEERS	<ul style="list-style-type: none"> Programs modified or suspended (location/staffing specific): Education, Cognitive Behavioral Intervention (CBI), Thinking for a Change (T4C) (YouTube video), Sex Offender Treatment and Assessment Program (SOTAP), Chemical Dependency (CD) Treatment Religious programs continue with social distancing 	<ul style="list-style-type: none"> Programs suspended: Education, CBI, T4C, SOTAP, CD Treatment Religious programs continue with social distancing 	<ul style="list-style-type: none"> T4C, CBI and legally mandated programs (DOSA CD Treatment, SOTAP, etc.) resume Volunteer-led programs resume Education programs may resume, in compliance with state guidance Programs limited to 50-75% of room capacity as appropriate by group 	<ul style="list-style-type: none"> Resume programming
RECREATION	<ul style="list-style-type: none"> No more than 50% of area capacity Social distancing must be maintained No exercise equipment or weights allowed 	<ul style="list-style-type: none"> No more than 50% of area capacity Social distancing must be maintained No indoor exercise equipment or weights allowed 	<ul style="list-style-type: none"> No more than 50% of area capacity Relax social distancing measures Exercise equipment or weights allowed, with proper sanitation 	<ul style="list-style-type: none"> Resume recreational activities
HEARINGS	<ul style="list-style-type: none"> CCD: video hearings, modified Conditional Releases process (medical/COVID-19, and mental health) and expedited Negotiated Sanctions Prisons: hearings continue as normal 	<ul style="list-style-type: none"> CCD: video hearings, modified Conditional Releases process (medical/COVID-19, and mental health) and expedited Negotiated Sanctions Prisons: hearings continue as normal 	<ul style="list-style-type: none"> CCD: maintain video hearings, return to DOC 380.300 Conditional Releases process and continue expedited Negotiated Sanctions Prisons: hearings continue as normal 	
HOUSING & REDUCED CAPACITY	<ul style="list-style-type: none"> Maintain Regional Care Facilities Isolation and quarantine areas remain open Maintain alternate housing locations Maintain reduced Work Release (WR) and Camp capacities 	<ul style="list-style-type: none"> Maintain Regional Care Facilities Isolation and quarantine areas remain open Maintain alternate housing locations Maintain reduced WR and Camp capacities 	<ul style="list-style-type: none"> Maintain Regional Care Facilities Isolation and quarantine areas remain open Close/reduce alt. housing locations per programming/visitation needs Evaluate the continuing need for reduced WR and Camp capacities 	<ul style="list-style-type: none"> Maintain Regional Care Facilities Isolation and quarantine areas remain open Establish new WR and Camp capacities
FOOD SERVICE	<ul style="list-style-type: none"> Food service with social distancing 	<ul style="list-style-type: none"> Food service with social distancing 	<ul style="list-style-type: none"> 50-75% of dining capacity 	<ul style="list-style-type: none"> 75-100% of dining capacity
HEALTH SERVICES	<ul style="list-style-type: none"> Follow Health Services guidelines 	<ul style="list-style-type: none"> Follow Health Services guidelines 	<ul style="list-style-type: none"> Follow Health Services guidelines 	<ul style="list-style-type: none"> Follow Health Services guidelines