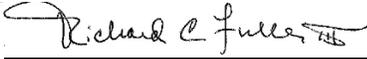


<b>Kalamazoo County Sheriff's Office</b> 	Written Directive		No.	<b>1.0.71</b>
	Subject	<b>COVID-19 (CORONAVIRUS)</b>		
	Effective Date	4/24/2020	Authorized By	
	Revision Date	8/28/2020	Sheriff Richard C. Fuller, III	
	Reviewed Date	8/28/2020		

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**I. PURPOSE**

The purpose of this written directive is to establish a written response plan for managing and containing the Coronavirus disease (COVID-19) within the Kalamazoo County Jail.

**II. POLICY**

The Kalamazoo County Sheriff's Office shall maintain written plans for pandemic emergencies in order for an effective response by staff and others.

**III. PROCEDURE**

A. All Jail Staff shall be responsible for the following procedures:

1. Jail staff shall ensure they are utilizing proper hand hygiene practices at all times.
2. Clean and disinfect all high touch surfaces including counters, tabletops, gates, doorknobs, bathroom fixtures, phones, keyboards, and tablets as part of daily operations.
3. Do not report to work if diagnosed with COVID-19 or experiencing related symptoms (fever, cough, shortness of breath). If you have been symptomatic Follow CDC recommendations for returning to work as provided by the Sheriff's Office.
  - a. Positive COVID-19 test
    - (I) Resolution of fever without medications
    - (II) Improved respiratory symptoms
    - (III) 2 negative tests for COVID-19, 24 hours apart.

- b. Symptomatic / No test
  - (I) 3 days without fever. (non-medicated)
  - (II) improved respiratory symptoms (cough, shortness of breath)
  - (III) At least **7 days** have passed since symptoms first appeared.
- 4. Jail staff will follow proper personal protective equipment (PPE) guidelines when handling or treating an inmate with suspected or confirmed COVID-19.

B. The Jail Nurse Manager shall ensure of the following:

- 1. Control and treatment of communicable diseases such as COVID-19 is accordance with the most recent guidelines of the Centers for Disease Control and Prevention (CDC).
- 2. Ensure that the protocol for isolating and monitoring inmates is followed.
  - a. Keeping the infected inmate isolated away from others.
  - b. Proper PPE usage for staff when dealing with inmates is identified.
  - c. Restricting out of cell movement.
  - d. Labeling identified cell with proper PPE equipment to be used.
  - e. Ensure that inmates with communicable diseases are offered appropriate treatment consistent with the current guidelines of the CDC.

C. There are three levels of facility response, based on the location of COVID-19 individuals within our community.

**Level 3: Low** – The Kalamazoo County Sheriff’s Office will utilize this level of response if there is anyone in the State of Michigan who has tested positive for COVID-19. During this level the following procedures will be adhered to:

- 1. Additional screening/questionnaire forms will be given to area agencies to ask the arrestee prior to entrance of the facility.
  - a. If “yes” is answered to any of the questions, the officer shall place a medical mask over the arrestee’s mouth.

- b. The arrestee will be assessed in the cells (hot cells) of the vestibule entrance of the jail prior to entry.
  - c. If medically cleared, entrance will be granted.
  - d. If not medically cleared, arrestee will not be allowed into general population area of the facility.
    - (I) Inmates exhibiting symptoms of COVID-19 will be isolated and monitored in the Medical Unit.
    - (II) The Nurse Manager will coordinate with local Health Department for testing needs and ensure proper supplies are on hand (i.e. medications, masks, gowns...)
2. Extra cleaning will be conducted within the secured area of the jail.
  3. Signs will be posted throughout the building to alert staff and citizens of the potential spread and dangers of COVID-19.
  4. Information on proper hygiene will be sent out to the inmate population.

**Level 2: Moderate** – The Kalamazoo County Sheriff’s Office will utilize this level of response if confirmed diagnoses of COVID-19 have been identified in Kalamazoo County. During this level the following procedures will be adhered to:

1. Restrict inmate movement to essential moves only.
2. Evacuation of non-essential personnel.
3. Suspension of inmate visits.
4. Suspension of inmate programs.
5. Area wide emergency LEIN message sent out restricting who will be accepted into the jail.
6. Coordination with the courts on the use of Poly-Coms for court events.
7. Suspension of face to face professional visits.
8. Arrestee’s with positive symptoms of COVID-19 will be temporarily isolated and monitored in the Medical Unit.

9. Walk-in arrests will be evaluated based on county wide arrest restrictions.
10. The Front Lobby will be locked for entry. Citizens must use the speaker system for permission to enter.
11. Outside Inmate Workers will not be utilized.
12. Screening procedures for employees reporting for duty will be mandatory.
13. Further responses at the direction of the Jail Administration and/or Sheriff or Undersheriff.

**Level 1: High** - The Kalamazoo County Sheriff's Office will utilize this level of response if confirmed diagnoses of COVID-19 have been identified in the Kalamazoo County Jail or within the agency. During this level the following procedures will be adhered to:

1. The County wide arrest restrictions will remain in effect.
2. Due to the complexities of all operations during a pandemic crisis, the Kalamazoo County Jail will not accept weekend admissions.
3. Immediate jail wide lock down. Emergency moves only.
4. Temporary isolation and monitoring procedures for inmates that test positive will be followed:
  - a. Any inmate suspected of COVID-19 infection shall be masked and moved to the medical unit.
  - b. The cell the inmate came from shall be decontaminated and all clothing and linens shall be washed.
  - c. Testing of the inmate shall be coordinated through the Health Department.
  - d. Screening shall occur of all inmates housed with the suspected/infected inmate. Those exposed shall be assessed for symptoms and temperature twice daily for a period of 14 days.
  - e. Inmates isolated and monitored in medical shall be treated per CDC recommendations until symptoms resolve.
  - f. Food served to symptomatic individuals will be on disposable food service trays and utensils.

5. Evacuation of all non-essential personnel.
6. Deputy security post assignments may be modified to minimize exposure.
7. Suspension of face to face professional visits.
8. Coordination with the courts for Poly-com court events.
9. Continued employee screening prior to duty.
10. Further responses at the direction of the Jail Administration and/or Sheriff or Undersheriff.

D. Exposure Control Plan

1. To ensure continuity of operation of essential functions, the CDC advises that essential employees may be permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.
2. A potential exposure means being a household contact or having close contact within 6 feet for at least 15 minutes of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time 48 hours before the person began having symptoms.
3. Essential employees who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their shift:
  - a. Pre-screen: Staff shall measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should occur before the exposed individual enters the facility.
  - b. Regular monitoring: As long as the employee doesn't have a temperature equal to or higher than 100.4°F or symptoms, they shall self-monitor under the supervision of the medical department.
  - c. Social/Physical distancing: The employee shall maintain 6 feet of separation from others as work duties permit.
  - d. Disinfect and clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronics and equipment routinely.

4. If the employee becomes sick during their shift, they should be sent home immediately. Surfaces in their workspace shall be disinfected. Information (name, duration of exposure time, nature of contact and date and time) on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet for a minimum of 15 minutes of the employee during this time would be considered exposed.
5. In an effort to help protect the safety of our employees, if the CDC Guidelines and current Kalamazoo County Health Department recommendations change, KCSO and Human Resources (and Labor Counsel as needed) will coordinate the appropriate Exposure Control Plan.

E. Release from Custody

1. Inmates confirmed as having been infected with COVID-19 during a pandemic crisis, or inmates exhibiting symptoms of the same, will not be released into the community without referral and/or instructions from the medical staff that is consistent with the health department's recommendations.
2. Inmates deemed healthy and eligible for discharge will be released in accordance with direction from the Kalamazoo County Health Department.
3. Residents participating in the Work Release programs will not be allowed to leave the facility for work until further notice.

F. Emergency Staffing Plan

1. Jail Command will implement an emergency staffing plan to account for an anticipated employee absenteeism rate of anywhere from 25% to 65%. To prepare for such drastic reduction of staff, Command will arrange for a large number of alternatives that will enable the jail to fill critical voids in its day- to-day operations during the crisis.
  - a. Reserve Officers may be utilized to help fill necessary assignments.
  - b. Staff detailed to assignments, other than those for which they were hired, will operate under the close supervision of staff within the temporarily assigned area.
  - c. Emergency staffing plans may include a change in schedules to be determined by command.

- d. All time off requests will be evaluated by command and are subject to cancelation.
- G. Staff and inmates will be provided with as much general information regarding Pandemic Planning as possible to prevent panic. The dissemination of information relating to pandemic planning will be coordinated through Jail Command.

End of Written Directive  
RCF