



COMMONWEALTH of VIRGINIA

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Department of Corrections

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MEMORANDUM

To: Warden and Superintendents
From: Harold W. Clarke
Director of Corrections
Subject: COVID-19 Documentation of CDC Guidance Compliance and General Practices

As has been discussed in Memoranda and on Operations COVID-19 Regional Calls, it is **critical** that the Virginia Department of Corrections (VADOC) maintain diligence and documentation to demonstrate compliance with Centers for Disease Control and Prevention (CDC) Guidance for Management of COVID-19 in Correctional Facilities. During the COVID-19 state of emergency, we have amended some of our procedures to encourage increased sanitation and hygiene compliance.

General practices shall include:

Preparation

- **Language Assistance:** Ensure that language assistance and other accommodation is provided for any COVID-19 communication and documentation.

Prevention

- **Sanitation:** Utilize the current VADOC Pandemic Sanitation Plan. This document is available on the virtual library. At minimum, your sanitation plan must include the following:
 - Maintain constant sanitation and disinfection of facility, bathrooms, housing units, and food services.
 - Provide tissues and lined, no touch trashcans in quarantine and isolation areas.
 - Provide availability and encourage constant use of hand sanitizer and soap for hand hygiene of inmates and staff.
 - Inmates shall avoid shared utensils, cups, and dishes.
 - Inmates shall avoid toothbrushes on sinks/counters.
 - Encourage staff decontamination of clothing, shoes, and utility belts.
 - Ensure sanitation of vehicles, restraints/handcuffs, and wheelchairs/stretchers after each use.
 - Provide inmates access to appropriate cleaning materials and supplies.
- **No-Cost Soap:** Issue one bar to inmates weekly, but a second should be provided if needed.
- **Screening and Temperature Checks:** Utilize verbal screening and temperature checks of all staff members entering the facilities. Temperature checks of offenders should also be conducted in accordance with VADOC's COVID-19 Medical Guideline, which exceeds the requirements provided by CDC.
- **Social Distancing:** Encourage and ensure social distancing during all aspects of your facility's daily routine, including meals, recreation and other small group movement and activities. Instruct head to toe sleeping arrangements. Continue to maximize distance between bunks in dormitory settings.

- **Sneeze Guards and PPE:** Ensure constant use of Sneeze Guards and appropriate PPE by staff and inmates is required at all time. Post PPE information posters from the April 17, 2020 memorandum, and ensure staff are in full compliance with those directives. Ensure appropriate PPE is being worn when entering a “Yellow Zone” or “Red Zone.”
- **Inmate Education:** Continue to instruct inmates to wash their hands frequently, maintain social distance, and wear their sneeze guards at all times.
- **Attorney Phone Calls:** Continue process for attorneys to contact the facility schedule a call. Inquire how long they anticipate the call should take to ensure a sufficient block of time has been set aside. Expedite offender or attorney requests to add attorney phone number to the automatic block list. If there is a delay in adding to the block list, provide interim access to confidential calls through another appropriate avenue, if requested. Ensure the auto-record feature on the inmate telephone system is deactivated for attorney calls.

Management

- **Bedspace for Cohorting Needs:** Maintain housing and support services for different settings, to include Isolation, Close Contact Quarantine, and Medical Observation, and minimize exposure to all other areas within a facility.
- **Staff Movement:** Implement staffing decisions that will restrict the movement or reassignment of staff from building-to-building. If a staff member has to move from one building to another, ensure appropriate precautions—including handwashing, maintaining a social distance, and donning additional protective equipment if required—are taken when moving from one area to another. Ensure tracking staff movement into and out of the housing units, whether through log books, posted clipboards, or otherwise.
- **Inmate Movement:** Restrict, as possible, movement of inmates from facility-to-facility and building-to-building.
- **Laundry:** Continue to launder facemasks on a daily basis, and each inmate should have enough clothing to enable them to change clothes every day. Amend the laundry schedule to ensure that bedding is washed twice per week. Contact your regional administrator if this change means that additional supplies are needed.

Compliance documentation should occur on a daily/weekly basis and shall be in the form of:

- Memorandums
- Log books
- Videos
- Photos
- Observations

Please continue your efforts in this regard and develop methods to enhance your documentation. Attention to our practices and supporting documentation will be a priority as we continue to manage COVID-19 conditions. Please take note that as updates to our plans and guidance documents continue; adjustments to our practices and documentation must be updated as well.

cc: A. David Robinson, Chief of Corrections Operations
Joseph W. Walters, Deputy Director
H. Scott Richeson, Deputy Director
Regional Operations Chiefs
Regional Administrators