

**St. Louis City Jails**

**Emergency Response Plan to  
Corona Virus (COVID-19)  
Manual for Health Services**

**St. Louis City Justice Center**

**200 South Tucker**

**St. Louis, MO. 63102**

## Facility Authorization 2020

---

Regional Vice President of Operations

---

Date

---

Health Services Administrator

---

Date

---

Site Medical Director

---

Date

---

Jail Administration Director

---

Date

Effective March 10<sup>th</sup>, 2020

**I. Standard**

A. In order to minimize the impact of disruption to health care services in the event of a “disaster” or “emergency” as defined below due to the Corona Virus (COVID 19), Corizon Health has developed an Emergency Response Plan to ensure maximum and efficient utilization of all resources available.

**II. Communication**

A. The primary means of communication among health care staff, security staff, Jail Administration, and Corizon Health Regional Team are:

1. Telephone
  - a) 2218/2212/2213 medical extensions
  - b) 1040/1041 Master Control
  - c) 1024 Captains Office
  - d) RVP-Maria O’Neal-Reported by the H.S.A and/or designee.
  - e) VPO-Karen Davies-Reported by the H.S.A and/or designee.
  - f) RMD-Dr. Glenda Newell-Reported by the H.S.A. and/or designee.

**III. Healthcare Staff Assignments**

A. Health Services Administrator (HSA)/Medical Director (SMD)

1. During normal business hours the HSA and/or designee will act as the team leader and be responsible for notifying Command Staff, the SMD, the Psychiatrist and Regional Leadership. In addition the HSA will be responsible for communicating with the St. Louis City Public Health Department.
2. After hours the HSA will be notified by the Charge RN of the emergency or disaster via phone. The caller must supply the type of event, number of estimated casualties (if indicated), location of the event, and how secured the area is. The HSA will then make the decision to call in additional staff if warranted or release non-essential staff.
3. As the team lead, the HSA will designate the duties of the medical staff appropriate to the emergency. The affected area will first be evaluated and staffed by medical personnel nearest the emergency.
4. Responsible for care and treatment of sick patients.
5. Notification of the person legally responsible for the facility.

B. Charge RN

1. Responsible for noting the HSA in the event of an emergency after hours and will act as the team leader in the absence of the HSA.
2. The charge nurse will respond to the emergency with the emergency bag and/or emergency cart, oxygen, and AED (if applicable).
3. The medical team will then perform an initial survey of the situation, an initial triage of the signs/symptoms (CAB, assessment, vital signs, clinical status, etc.). The team will identify the acuity level of the patient's symptoms.
4. Provides emergency care as indicated, in the event immediate response is required the medical team will notify the officer present to alert EMS. The patient will be masked at that time before EMS arrives. The attending healthcare staff will wear an appropriate fitting N95 mask.
5. Provides care to any and all persons quarantined in the negative air flow rooms in the infirmary
6. Acts as the contact person to communicate with security

C. Nursing Staff (LPN)

1. Upon notification of a Corona virus all staff will continue normal operations. (Medication administration, sick call etc.)
2. The LPN will complete the CORIZON Coronavirus screening form on all new detainees that enter the facility and any local patient who requires a medical intake.
3. If the patient states no to all of the corona virus questions, the patient is allowed to continue with the intake process.
4. If the patient states yes to any of the corona virus questions, the patient will be quarantined in a negative air flow room in the infirmary. If a negative airflow room is unavailable, the patient will be housed alone and be required to wear a mask until the patient can be sent to the local emergency room. Any patients experiencing the signs and symptoms of the corona virus and have been around a person who the local health department has quarantined will be quarantined in a negative air flow room, if a negative air flow room is not available, they will not remain at the jail. The patient will need to be transported to the local hospital for further testing.
5. Any Healthcare employee and correctional officer while in the room should wear personal protective equipment. (I.E. gown, N95 or surgical masks, eye shields, bouffant cap, gloves, shoe coverings, etc.)

6. The patient may return to the main jail if the corona virus testing is negative
  7. Provides emergency care as indicated, in the event immediate response is required the medical team will notify the officer present to alert EMS.
  8. Acts as the contact person to communicate with security.
- D. All other staff (Medical, clerical, dental and mental health)
1. Will report to team leader for assignments (recorder, supply runner, transports etc.) if applicable.
  2. H.S.A will consult with HR department to discuss if non-essential employees may not return to work to help prevent the spread of the virus.

#### **IV. Safety and Security of the patient and staff**

- A. Security staff will be notified of the potential positive patient(s) with corona virus. Only authorized personnel will be allowed in and around the treatment area of patients with potential positive or confirmed positive corona virus.
- B. All sick employees with signs/symptoms of corona virus such as cough, headache, and shortness of breath with fever will not be allowed to come to work until they are fever free for 24 hours and/or 14 days whichever comes last.
- C. All healthcare workers and custody staff will use their personal protective equipment when entering a cell with a potential positive patient with COVID 19.
- D. A patient who is suspected and/or potentially positive for COVID 19 will wear a surgical mask to help prevent the spread of droplets.

#### **V. Use of Emergency Equipment/Supplies**

- A. Standard emergency supplies are maintained in the following areas.
  1. Medical Department
  2. Treatment Rooms
  3. Treatment Carts
  4. Medical Supply Cabinet
  5. Emergency Cart
- B. First Aid Kits are located in each housing unit
- C. AED is located in the medical unit.
- D. Other emergency items
  1. Wheelchairs are located in each unit and in the intake area.
  2. Extra PPE kits and masks, including N95's, are located in the medical supply room. PPE's are also located in each housing unit including the intake area.

- E. Extra supplies will be obtained if needed.

## **VI. Establishment of Treatment Area**

- A. Triage – the sorting out and classification of the ill persons from potential corona virus.
  - 1. The initial triage area will be the encounter site. If a treatment area is designated, this will be coordinated with jail administration.
  - 2. Treatment will occur in the medical department or in the treatment area, provided this area is secured for medical staff.
- B. Patients who are ill will remain quarantined for a minimum for 14 days and/or 24 hours fever free whichever comes last.
  - 1. The patients who are quarantined will be checked daily for vital checks especially the temperature.
  - 2. Signs and symptoms check will be conducted on each person while quarantined.
  - 3. Once the patient is fever free and/or quarantined for 14 days, they may be released back to general population after evaluation by the on-site Practitioner.
  - 4. During the quarantined time, the patient will not have any day room, will wear a mask if they need to leave their cell, and have all meals delivered to their cell on disposable plastic wear.

## **IX. Medical Records- I.D of Ill patients**

- A. The medical staff will identify patients using the patient's photo identification from the patient ID bracelet.
- B. The Health Services Administrator will assure that all necessary laptops, charting materials, and forms are readily available at the treatment site.
- C. The Health Services Administrator will keep a log of the ill-feeling patients and their vital/symptom check lists.
- D. For all outside transports (local ER or Hospital), the medical staff will:
  - 1. Ensure there is documentation of the physicians or clinical associates written or verbal orders to initiate emergency transport.
  - 2. Ensure completion of appropriate documentation.
  - 3. Notify the appropriate personnel regarding the transport which will include the RMD; SMD; VPO; RVP; Local Health Department and Jail Administration.

## **X. Use Of Ambulance Service**

- A. The medical team will notify security of the need to activate emergency medical services (EMS).
- B. The jail administration will ensure the facility outside trip procedure will be initiated to ensure security and timely transport.
- C. Notify the ambulance crew that the patient is being sent out for potential COVID-19 and to take all precautions necessary per their Company's procedures and policies.
- D. The receiving hospital staff will be notified that a potential with COVID-19 is arriving so they can take all necessary precautions.

**XI. Transfers to the hospitals**

- A. Patients with the corona virus shall be transported to Saint Louis University Hospital 3635 Vista Avenue Saint Louis Mo 63110.
- B. If Saint Louis University Hospital is unable to take our patients, we will attempt to get these patients to St. Mary's Hospital in St. Louis. If St. Mary's Hospital is not an option, we will attempt to get these patients to Barnes Jewish Hospital in St. Louis and then St. Alexius Hospital also in St. Louis. If none of the local hospitals are an option the patients will need to be quarantined here at the jail. Jail administration will be involved with the placement of these patients.
- C. The quarantined patients will not be able to come out for recreation, have to wear a mask whenever they leave their cell and all meals will be delivered to their cells on plastic wear.

**XII. Training**

- A. The plan shall be reviewed annually with all employees.
- B. This emergency plan will be explained to all employees in the March 2020 staff meeting.
- C. An in-service sign in sheet will be in the Staff Meeting book with an attestation about the training.

**XIII. Responsibility**

- A. Each employee of the healthcare team shall:
  - 1. Report in, if called, in the event of a corona virus outbreak, unless the employee can justify their absence and be excused by the Health Service Administrator.
    - a) Failure to report in, if called, will result in severe disciplinary action, up to and including termination of employment.

- B. Must keep their phone numbers current in their personnel file
- C. Remain on duty unless approved to leave the facility by the Chief or Health Service Administrator.
- D. If an employee comes into work sick, that employee will be sent home to prevent the spread of any virus.
- E. An employee who shows signs/symptoms of coughing, headache, shortness of breath with temperature will need to be symptom free for 14 days and/or fever free for 24 hours whichever comes last before returning to work.
- F. Employees who miss a significant amount of work will be reported to Human Resources Department to look at options of compensation for the employee.
- G. If an employee is not at work from confirmed corona virus, the employee will not be succumbed to the attendance policy due to the pandemic.
- H. The staffing matrix will be adjusted according to the priority of the medical unit. It will be up to the discretion of the H.S.A in accordance with Jail Administration to move assignments to the most critical areas.
- I. If more than 30% of staff are out sick with signs/symptoms or confirmed test, the staff will work in priority based assignments. During this pandemic, Jail Administration, Site Medical Director, St. Louis City Health Department, Corizon Regional Supervisor, Corizon Vice President, Corizon Regional Medical Director, Chief Nursing Officer and Chief Medical Officer will be notified about the outbreak.
- J. Employee illnesses will be tracked by the AA during the outbreak.
- K. All communication with PRN staff that is not on the schedule at the time will receive email and/or text communication regarding the events taking place at the St. Louis City Justice Center.
- L. Employees are fit tested annually. In an emergent situation and an employee has not been fit tested, an employee is to pick the smallest mask that will fit over the employee's mouth and nose snug.
- M. After the outbreak is over in the facility, the H.S.A. will increase staffing levels until the backlogged work that could be re-scheduled is current.
- N. This plan will be reviewed annually and changes will be made if necessary.

**XIV. Release of information to news media**

- A. At no time are staff to speak with the media, any requests made by the news shall be referred to Jail Administration and Corizon Health Corporate Office Public Relations.



- B. Any medical information requests made by the news shall be referred to Corizon Corporate office Public Relations. All medical information is protected under HIPAA.