

City of St. Louis
LYDA KREWSON, MAYOR



CITY OF ST. LOUIS
JUSTICE CENTER

WE STRIVE TOWARD EXCELLENCE
Ad Excelleum Conamur

DEPARTMENT OF PUBLIC SAFETY
JIMMIE M. EDWARDS, DIRECTOR

DIVISION OF CORRECTIONS
DALE GLASS, COMMISSIONER OF CORRECTIONS

MEMORANDUM

TO: All Concerned

FROM: Dale Glass, Commissioner

DATE: March 19, 2020 (Updated April 9, 2020)

SUBJECT: **Precautionary Protocol Initiated Regarding Coronavirus (COVID- 19)**

During this unprecedented time, and with the health and safety of our employees, professional visitors, visitors and detainees possibly being impacted, the Division of Corrections have taken extra measures to keep our environment safe. Following recommendation by the Center for Disease Control (CDC) and our Health Department we have implemented the following;

February 3, 2020

- Medical staff increased temperature readings of all arrestees entering and Detainees assigned to the facility.
- Flu protocol was initiated. The Medical and Administrative staff spoke to staff and Detainees regarding the importance of washing their hands, cleaning and sanitizing all hand rails, door knobs, telephones and other shared and frequently used devices in the general areas of the jail continuously.
- Detainee work crews implemented on all shifts to consistently disinfect all door knobs, hand rails, telephones and other shared items throughout the jail.
- Medical staff implemented a screening form for the Police Department to utilize when arrestees enter the facility.
- Professional visit (Attorneys, Parole Officers, etc.) limited to the no contact area, disinfectant and sanitary wipes were made available.
- Detainee social visits limited to two (2) non-contact visits a week.
- All programs and volunteers are suspended from entering the facility until further notice.

In the event that a Detainee is suspected and/or shows symptoms of having COVID – 19 the

following protocol was implemented;

- The medical provider will be contacted immediately. A mask will be placed on the Detainee immediately and the attending healthcare staff will wear an appropriate fitting N95 mask.
- The Detainee would be placed in an isolation cell, that has negative airflow. In the event 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 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.)
- Patient(s) suspected of having the coronavirus shall be transported to Saint Louis University Hospital, 3635 Vista Avenue, Saint Louis, Mo.
- In the event that Saint Louis University Hospital is unable to accept our patient(s), the patient(s) will be transported St. Mary's Hospital in St. Louis, Mo.
- In the event St. Mary's Hospital is unable to accept our patient(s) the patient(s) will be transported to Barnes Jewish Hospital, in St. Louis, Mo.
- In the event Barnes Jewish Hospital in St. Louis, Mo. is unable to accept our patient(s), the patient(s) will be transported to St. Alexius Hospital, in St. Louis, Mo.
- In the event St. Alexius Hospital is unable to accept our patient(s), the patient(s) will be quarantined in an isolated cell in the facility. The quarantined patient(s) is not allowed to recreate with others, must wear a mask whenever they leave their cell and all of their meals will be delivered to their cells on plastic/paper product.

Upon the receipt of additional information from the Center for Disease Control (CDC) and our Health Department we implemented the following:

March 16, 2020

- All social visits for Detainees were suspended until further notice.
- Recreation and curfew hours were changed from 10:00 pm until 1:00 am.
- A COVID-19 screening form was implemented for the facility. This form is being used for all outside professionals (Contractors, Probation & Parole and Attorneys) entering the facility.

March 17, 2020

- Staff provided COVID – 19 updates. Staff was advised to provide access to cleaning supplies and disinfectants to all staff and Detainees for all shifts.

March 18, 2020

- Access to the Fitness Centers suspended indefinitely.
- Provided updates regarding the COVID-19 virus during briefings.
- Information provided to staff regarding Health Department contact information, procedure regarding medical or other paid leave and steps to take if an employee believes he/she may have COVID-19.

- Disposable masks, hand sanitizers, disinfectant and gloves available for all staff and distributed throughout the facility.

March 19, 2020

- Staff provided COVID-19 updates

March 24, 2020

- Everyone entering both facilities will have their temperature taken, prior to entering the building with a non-contact infrared thermometer.
- If you have a temperature in excess of 100.4 degrees Fahrenheit, you ***will not*** be allowed entry.
- If you have traveled to a foreign country in the past 14 days, you ***will not*** be allowed entry.
- If you have had close contact with someone who has traveled to a foreign country in the past 14 days, you ***will not*** be allowed entry.
- If you have been asked to self-quarantine by a doctor or health agency, you ***will not*** be allowed entry.
- If you have an unexplained fever or shortness of breath, you ***will not*** be allowed entry.
- If you have been diagnosed or have had contact with someone diagnosed with COVID-19, you ***will not*** be allowed entry.
- All intake Detainees will be separated for fourteen (14) days.
- All Detainees at the Medium Security Institution (MSI) has been assigned to single cells.
- In the event all local hospitals are filled to capacity, we have designated Pod 4 (at MSI) as our holding area.
- Detainees are allowed two (2) free, fifteen (15) minutes telephone calls a week.

March 27, 2020

- Obtained additional supplies (i.e. re-usable masks, surgical masks and gloves).
- Distribution of COVID-19 flyers throughout the facilities.

March 30, 2020

- Reusable masks distributed to staff.
- Initiated a google calendar, so that Public Defenders could schedule a telephone conference with their clients.

April 3, 2020

- Initiated spray bottles, containing hand sanitizers.

April 6, 2020

Definition of close contact, under six (6) feet and within a close proximity for 10-15 minutes.

April 9, 2020 – Effective Immediately

- Everyone entering the facilities (MSI and CJC) must wear a protective mask.
- Distributed masks to detainees, for use in the common areas.
- Temporary suspended Staff Briefings in the briefing room.