

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 Staff

**FROM:** George Hayes, Deputy Commissioner

**DATE:** April 17, 2020

**SUBJECT:** Sanitizer Spray Containers

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Be advised that a Spray-Matic Sprayer, containing a Pure Hard Surface sanitizer has been placed in the following units, 3A, 3B, 3C, 3D, 4A, 4B, 4C, 4D and 5D. Correctional Officers assigned to these units, are responsible for documenting an entry in IJMS, indicating that the sprayers are available upon arrival to their post.

A Solo Pressure Sprayer, containing a Pure Hard Surface sanitizer has been placed on the 2<sup>nd</sup> floor in the Correctional Officer II's office. The assigned Correctional Officer II will be responsible for documenting in IJMS that the sprayer is available upon them accepting their post.

Regular spray bottles, containing a Pure Hard Surface sanitizer has been placed in 5A, 5B and 5C. Correctional Officers assigned to these units, are responsible for documenting an entry in IJMS, indicating that the spray bottles are available upon arrival to their post.

Pure Hard Surface sanitizer re-fill containers has been placed in the Shift Supervisor's office. It is the responsibility of the Correctional Officers, to notify their Supervisor when the containers are low on sanitizers and/or missing. Failure to follow this memorandum, may result in disciplinary actions.

cc: File

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