

MONTANA DEPARTMENT OF CORRECTIONS:

*Plan for Preventing the Spread of Disease
in Secure and Other Facilities*

2020



Montana Department of Corrections: Plan for Preventing the Spread of Disease in Secure and Other Facilities

The Montana Department of Corrections (DOC) Clinical Services Division (CSD) response and strategy to preventing the spread of Corona Virus Disease 2019 (COVID-19) in secure facilities is modeled after the Centers for Disease Control and Prevention (CDC), the Montana Department of Public Health and Human Services (DPHHS) COVID-19 guidance and by following infection prevention strategies, as well as Governor Steve Bullock's orders.

CSD recognizes that correctional and detention facilities face unique challenges in the control of infectious diseases, including COVID-19. Offenders and staff in congregate living settings such as correctional facilities are identified as being at higher risk due to proximity with staff and offenders, difficulty in maintaining social distancing, age, and underlying medical conditions.

From the beginning of the global pandemic, CSD, with direction from its infectious disease specialist, established lines of communication with the Communicable Disease Epidemiology Section of DPHHS in order to best assure appropriate action to mount a meaningful response to COVID-19, and CSD has closely followed all CDC guidance including the [Interim Guidance on Management of Coronavirus Disease 2019 \(COVID-19\) in Correctional and Detention Facilities](#). CSD implemented daily COVID-19 meetings with all facility administrators and each facility took specific actions to decrease the likelihood of introducing COVID-19 into the facilities. The DOC has, and will continue, to ensure the health care services in each facility provide an infection control program that assists in maintaining a safe and healthy environment for offenders and staff which includes surveillance, prevention and control of communicable diseases.

Specific action taken by all secure DOC facilities mitigate the risk associated with COVID-19 include:

- enhanced cleaning of all facilities;
- ongoing staff and offender COVID-19 educational efforts;
- implementation of COVID -19 staff and offender screening protocols, including temperature checks and symptom questionnaire;
- suspension of offender movement and visitation;
- aggressive efforts to secure COVID-19 test kits;
- ramping up of personal protective equipment (PPE) supplies;
- implementation of mandatory cloth face coverings for all staff;
- provision of cloth face masks to offenders; and
- implementation of COVID-19 sentinel testing.

As best practices for limiting the spread of COVID-19 continue to evolve, so too have the prevention and mitigation actions taken by the DOC. DOC practices have aligned with all current and revised guidance established by the CDC, including COVID-19 testing. The CDC clinical criteria for considering

testing for COVID-19 have been developed based on what is known about COVID-19 and are subject to change as additional information becomes available.

In January and February 2020, testing was exclusively conducted according to the CDC guidelines which outlined testing criteria be restricted to symptomatic patients. Additionally, availability of testing supplies was limited. The Montana Public Health Laboratory was validated in March 2020 for COVID-19 testing; however, the capacity to test was limited to approximately 100 tests per day for the entire state of Montana and remained restricted to symptomatic individuals. CSD tested all symptomatic individuals during this time using the criteria established by the CDC.

At the end of April 2020, guidance to initiate sentinel testing was issued. The DOC was a vocal proponent of sentinel testing in all secure facilities. Sentinel testing is intended to take a cross-section of staff and/or residents to monitor for the virus. By testing groups of individuals without active symptoms (asymptomatic), but who reside in higher-risk, congregate settings, the department is able to detect and respond to the transmission of the virus. This testing can guide response efforts and better protect offenders and employees alike. Discussion with DPHHS regarding sentinel testing was immediately initiated and plans were established and acted upon beginning in May 2020. Sentinel testing began on May 26, 2020 for staff and offenders at all DOC secure facilities. Testing is confidential and voluntary. There is no cost to participate in this testing. An accompanying timeline details the dates and specific actions taken by the DOC.

The DOC's secure facilities are unique settings and require specific plans for each location. The following text details plans in the event of a positive COVID-19 test (for both symptomatic and asymptomatic cases).

Montana State Prison (MSP)

In the event an inmate(s) tests positive, Montana State Prison will take the following actions:

Testing

Inmate testing will be conducted in a secure location. Tables will be set up with privacy curtains for testing. Inmates are not allowed to congregate in the testing location and will only be allowed to sit one person to a table. There may be a small number of inmates waiting in chairs placed in the room, but they must be kept six feet apart. After testing, inmates will be returned to their units. Results from the tests will not be available immediately; therefore, the inmates will be allowed to continue normal operations unless a positive result is returned. Testing is voluntary, and inmates will have the right to refuse.

If there is a positive test result, clinical staff will notify the offender, the warden or designee, and the command post. The command post or designee will contact the unit in the prison to notify staff of the positive result and the location where the inmate will be placed. Unit staff must acquire the proper PPE (recommended by medical staff), retrieve the inmate, secure the cell and inmate's property, and sanitize the cell before allowing other inmates to re-enter the housing unit.

In the event of significant volumes of positive results, MSP will go into lock down status, which will limit inmate movement between units, for staff and inmate safety and to mitigate the potential of spreading the virus.

Housing

Inmates who test positive for COVID-19 will be quarantined for up to 14 days or as directed by medical staff. Inmates needing to be quarantined will only be placed in a quarantine location per the direction of the warden or designee, in consultation with clinical staff.

Quarantine cells are located in E and F Block in RHU. In the event the number of positive cases exceeds 36 inmates, quarantine locations will be moved to B Unit (beginning with the 110 cube) or in the inmate's original housing unit, where a block or cube will be cleared to house only inmates in quarantine. In eligible locations, if two inmates have tested positive, they will be double-bunked in a cell if they are compatible to be celled together. MSP will be in a locked down status if movement to the units to quarantine is required.

Inmates being placed in quarantine will be showered immediately upon their arrival to their quarantine location. They will then be given one set of clothing, underwear, socks, and shower shoes. Quarantine cells will have a tv, bed roll, towel, hygiene kit, and a list of rules specific to their quarantine location. Tablets will be made available to quarantined inmates and will not be shared with the rest of the inmate population. Inmates will be placed on a dayroom schedule, where possible. While under quarantine, inmates will always be required to wear a face mask when they leave their rooms.

In the Restrictive Housing Unit, door sheets will be placed in the cage for the cage officer to complete during hourly checks. Hourly checks will be completed by opening the cell doors and visually seeing the inmates through the block windows, every hour from 0600 until 2200, one cell at a time. After 2200 and the arrival of third shift officers, one officer will be assigned to conduct hourly walk-throughs for the entire shift. The officer will be provided with PPE and must use PPE for the walk-throughs. A phone will be placed on the block for inmates to use during their scheduled dayroom period. The inmates will plug the phone in themselves. After

each use, it will be the inmate's responsibility to disinfect the phone and wrap the cord up prior to locking down.

Nursing Assessments

Clinical Services Division (CSD) staff will conduct daily nursing assessments on all inmates diagnosed with COVID-19 at their assigned quarantine housing. The decision to monitor these patients in this setting will be made on a case-by-case basis and will depend not only on the clinical presentation, but also on the inmate's ability to engage in self-monitoring. In the event an inmate diagnosed with COVID-19 exhibits symptoms of illness requiring a higher level of clinical observation and/or care, the inmate will be moved to a dedicated, on-site location or to a medical center that can provide the level of medical care required.

Mental Health Assessments

All inmates diagnosed with COVID-19 will receive a mental health appraisal by a qualified mental health professional (QMHP). If they are identified as having mental health needs or request mental health services, they will be seen as frequently as their need requires. When they leave quarantine, they will again be assessed for ongoing mental health services.

Meals

Meals will be provided in disposable trays. Inmates will be expected to dispose of the disposable tray and are not allowed to let trash build up in their cells. Bottled water and cartons of milk will also be provided.

Laundry

A daily laundry exchange process will be developed to allow inmates access to clean clothing. Laundry will be double bagged by the inmate and placed in a laundry bin separate from any other unit's laundry.

Hygiene & Cleaning

Hygiene supplies will be provided to quarantined inmates as needed. Inmates will be also provided cleaning supplies in the area in which they are quarantined. Similar to non-quarantine status, they will be expected to clean their cells during their scheduled day room period. If an inmate uses the restroom or phone, they will be expected to clean and disinfect the surfaces with which they came in contact. Cleaning supplies will be kept in a designated area where staff can visually inventory the supplies.

Recreation

Where possible, outdoor recreation time will be established for quarantined inmates. Inmates will not be able to utilize any communal recreation equipment. Inmates will be allowed to utilize the walking/running tracks available for outdoor recreation.

Overall

All staff need to be diligent in monitoring that inmates in quarantine stay in the quarantined area and that inmates not in quarantine remain out of the area. In addition, it is important that all staff and inmates respect the health and safety of others. Quarantined inmates will be treated with respect and without harassment

Work and Re-entry Center (MSP)

In the event an inmate (or inmates) tests positive, the Work and Re-entry Center at MSP will take the following actions:

Testing

Inmates who test positive for COVID-19 will be quarantined for up to 14 days or as directed by medical staff. Quarantine rooms will be assigned to each inmate with a positive test result. While under quarantine, inmates will always be required to wear a face mask when they leave their rooms. That includes going to use the restroom, utilizing the walking track, speaking on the telephone, attending a medical appointment, etc. Each of these items will be addressed in more detail below. Each quarantined room will be stocked with cleaning and sanitation supplies.

Housing

Rooms 313, 314, and 315 in the 300 wing have been designated as quarantine rooms for up to six inmates. If more than six inmates require quarantine, additional rooms will be utilized, beginning with room 312 and adding additional rooms down the hallway as necessary. If an inmate tests positive, room 315, bed one (1) will be used first. If another inmate tests positive, and the inmates are compatible to be housed in the same room, the second inmate can be moved to room 315, bed (2). If inmates are not compatible, the second inmate will be moved to room 314, bed (1).

The remainder of the 300 wing rooms will remain occupied by the current inmates. In an effort to contain the virus, the doors to the rooms in which asymptomatic inmates are housed will remain closed except for the time they are using the restroom, showering, recreating, phones, etc.

If there are additional positive tests requiring use of the entire wing, the inmates will be moved to temporary housing in other wings.

After 300 wing rooms have been used for COVID-19 quarantining, and before inmates can be moved back to the rooms, the rooms must be cleaned and sanitized thoroughly by a trained inmate unit worker or staff member wearing mask, gloves, and gowns.



Nursing Assessments

Clinical Services Division (CSD) staff will conduct daily nursing assessments on all inmates diagnosed with COVID-19 in their assigned WRC quarantine housing. The decision to monitor these patients in this setting will be made on a case-by-case basis and will depend not only on the clinical presentation, but also on the inmate's ability to engage in self-monitoring. In the event an inmate diagnosed with COVID-19 exhibits symptoms of illness requiring a higher level of clinical observation and/or care, the inmate will be moved to a dedicated on-site location or to a community medical center that can provide the level of medical care required.

Mental Health Assessments

All inmates diagnosed with COVID-19 will receive a mental health appraisal by a qualified mental health professional (QMHP). If an inmate is identified as having mental health needs or request mental health services, they will be seen as frequently as their need requires. When they leave quarantine, they will again be assessed for ongoing mental health services.

Restrooms

The restrooms and showers in the 300 wing will be utilized only for the inmates who are under quarantine. The remainder of the inmates living in the 300 wing will utilize the restrooms in the 100, 200 and 400 wings. The inmates under quarantine will be responsible for maintaining the cleanliness and sanitization of the rooms they occupy and the restrooms after each use. This will become their paid work assignment while under quarantine.

Meals

Disposable tray meals will be ordered from the food factory and inmates will eat inside their rooms. The WRC program director or sergeant will designate a staff member to deliver meals to the doors of the quarantined inmates. The meals will be set on a table/chair outside the door. Each inmate will have a trash container for the used disposable trays. Bottled water and cartons of milk will be provided to quarantined inmates.

Phone Calls

The phones on the 300 block will be available for quarantined inmates only. Phones will be disinfected by the quarantined inmates before and after use. The phones will not be utilized by other WRC inmates during this time period.

Recreation

The walking track will be available for quarantined inmates only from the hours of 8:00 am to 9:00 am, 12:00 pm to 1:00 pm and 7:30 pm to 8:30 pm. Inmates under quarantine will not use the communal recreation equipment.

Tablets

Tablets will be available for each inmate during their entire quarantine period. Power cords will be provided for inmates to charge the tablets in their rooms. The tablets will be cleaned and disinfected after use by the quarantined inmates prior to returning the tablets to the charging cabinets for general use. If a tablet requires an update during the quarantine period, it will be cleaned and taken to the charging cabinet by a staff member designated by the WRC program director or sergeant. The staff member will wear gloves and a mask while handling the tablet. Once the tablet has been updated, it will be returned to the quarantined inmates. Power cords must be cleaned and returned to the sergeant after the quarantine period.

Laundry

While in quarantine, inmates will be issued state laundry. Inmates are encouraged to wear only state-issued clothing as their personal clothing will not be laundered during this time. Quarantined inmates will each be issued a blue bag and a sugar bag. State laundry will be put inside a sugar bag and the sugar bag will be put inside a blue bag. The laundry will be set outside of the inmates' room doors on Monday and Thursday and a staff member designated by the WRC Program manager or sergeant will pick up the laundry to include with the unit laundry for cleaning. At the commencement of quarantine, state laundry will be issued by a WRC staff member and left outside of the room on the provided table/chair. At the end of the quarantine, inmate's personal clothing may be washed prior to moving back to their regular room. At this time the personal laundry will be put on their laundry loop and put inside a sugar bag.

Trash Collection

Each inmate will be provided with a trash container and garbage bag and will be responsible for ensuring their trash is in the bag and outside of their room each day. The trash will be picked up by a WRC inmate worker or staff member, wearing gloves and mask.

Overall

WRC staff need to be diligent in monitoring that inmates in quarantine stay in the quarantined area and that inmates not in quarantine remain out of the area. In addition, it is important that all staff and inmates respect the health and safety of others. Quarantined inmates will be treated with respect and without harassment.

Montana Women's Prison

In the event a resident(s) tests positive for COVID-19, Montana Women's Prison has designed the following protocols:

Testing

All inmate testing will be completed in the medical unit under the direction of CSD staff. Inmates who test positive for COVID-19 will be quarantined for up to 14 days or as directed by medical staff. Quarantine rooms will be assigned to each inmate with a positive test result. While under quarantine, inmates will be required to wear a face mask at all times when they are out of their designated rooms. Each quarantined room will be stocked with cleaning and sanitation supplies.

Housing

Inmates who test positive will be housed in the intake unit, which can hold four inmates. If more than four inmates test positive, they will be housed in the old MAX wing of H-pod. MWP will move current inmates housed there to G-pod, the non-dog wing. Inmates who require ADA accommodation will remain in H-pod, but in a wing separate from COVID-positive inmates. All other inmates (other than those listed above) from old Max H-pod will be moved upstairs to empty beds. COVID-19 positive inmates will be housed in the other two cells. All entry doors will always remain closed on H-pod. Inmates in the old MAX cells will utilize the shower in the hallway.

The rest of MWP will be locked down for up to 14 days and inmates will be fed in their cells. All staff must wear face masks, eye protection and gloves when opening cells.

Essential inmate workers who have not tested positive for the virus will be housed in the chapel. They will be provided with beds. Some of the inmate workers will need to bring their mattresses with them. Lists of workers from the kitchen, laundry, and janitor/cleaning crew will be provided by supervisors. The inmate workers will shower in the chapel. Inmates will be required to dress and/or change clothes either in the bathroom or shower area.

Meals

All inmates will be fed in their cells while in quarantine. Inmates are responsible for cleaning their utensils. Inmates in restricted housing will be fed via the food carts.

Phone Calls

Phones will be allowed in each pod during scheduled call times only. Video visitation may also occur if scheduled. Phones will be sanitized before and after use.

Recreation

Inmates will be allowed to "walk the pod." During quarantine, no yard or gym will be provided. Upon completion of quarantine, yard and gym will occur one pod at a time.

Tablets

Tablets will be made available to inmates according to the regular schedule. Tablets will be disinfected upon return to the charging station.

Laundry

All laundry will be sent to the main laundry on the regular schedule. Pod washers and driers will not be used.

Programs

All MCE programs will be shut down. All dogs will be returned to their owners. No boarding or grooming of dogs will occur. No inmates will work during the 14-day quarantine.

Nursing Assessments

Clinical Services Division (CSD) staff will conduct daily nursing assessments on all inmates diagnosed with COVID-19 at their assigned quarantine housing. The decision to monitor these patients in this setting will be made on a case-by-case basis and will depend not only on the clinical presentation, but also on the inmate's ability to engage in self-monitoring. In the event an inmate diagnosed with COVID-19 exhibits symptoms of illness requiring a higher level of clinical observation and/or care, the inmate will be moved to a dedicated on-site location or to a community medical center that can provide the level of medical care required.

Mental Health Assessments

All inmates diagnosed with COVID-19 will receive a mental health appraisal by a qualified mental health professional (QMHP). If they are identified as having mental health needs or request mental health services, they will be seen as frequently as their need requires. When they leave quarantine, they will again be assessed for ongoing mental health services.

Overall

MWP staff need to be diligent in monitoring that inmates in quarantine stay in the quarantined area and that inmates not in quarantine remain out of the area. In addition, it is important that all staff and inmates respect the health and safety of others. Quarantined inmates will be treated with respect and without harassment.

Pine Hills Correctional Facility

In the event a resident or residents test(s) positive, Pine Hills Correctional Facility has designed the following protocols:

Youth and Adult Resident Requirements

Residents who test positive for COVID-19 will be quarantined up to 14 days or as directed by medical staff. Quarantine rooms will be assigned to each resident who has tested positive for COVID-19. While under quarantine, residents will be required to wear face masks at all times when they are out of their rooms. This includes using the restroom or shower, utilizing the walking track, speaking on the telephone, attending a medical appointment, etc. Detailed information about these items will be provided below. Each quarantined room will be stocked with cleaning and sanitation supplies.

Housing

Five of the facility's units house 22 adult or youth residents. The sixth unit has capacity for 14 residents. The facility has one negative pressure room in one of the adult housing units and another negative pressure room in one of the youth housing units. All rooms on campus are single-cell rooms with restrooms and sinks.

Any single adult who tests positive for COVID-19 will be housed in one of the negative pressure rooms. That will also occur in the case of a single youth who tests positive. Multiple cases in either population will result in residents being quarantined in their individual rooms.

Nursing Assessments

Clinical Services Division (CSD) staff will conduct daily nursing assessments on all inmates diagnosed with COVID-19 in their assigned Pine Hills quarantine housing. The decision to monitor these patients in this setting will be made on a case-by-case basis and will depend not only on the clinical presentation, but also on the inmate's ability to engage in self-monitoring. In the event an inmate diagnosed with COVID-19 exhibits symptoms of illness requiring a higher level of clinical observation and/or care, the inmate will be moved to a dedicated on-site location or to a community medical center that can provide the level of medical care required.

Mental Health Assessments

All inmates diagnosed with COVID-19 will receive a mental health appraisal by a qualified mental health professional (QMHP). If they are identified as having mental health needs or request mental health services, they will be seen as frequently as their need requires. When they leave quarantine, they will again be assessed for ongoing mental health services.

Meals

Disposable tray meals will be served in quarantined rooms provided by the facility food service and residents will eat inside their rooms. The unit shift supervisor will designate a staff member to deliver meals to the doors of the quarantined inmates. The meals will be set on a table/chair outside the door. Each resident will have a trash container for the used disposable trays. Bottled water and cartons of milk will be provided to quarantined residents.

Phone Calls

Residents will be allowed to use the phone in the unit in which they reside. Phones will be disinfected by the quarantined inmates before and after use.

Recreation

The walking track will be available for quarantined residents only for two hours a day, with one session from 7:00-8:00 am and the second 6:30-7:30 pm. Residents under quarantine may not use the communal recreation equipment.

Tablets

Tablets will be available for each resident throughout their entire quarantine period. Power cords will be provided for inmates to charge the tablets in their rooms. The tablets will be cleaned and disinfected after use by the quarantined inmates before they are returned to the charging cabinets for general use. If a tablet requires an update during the quarantine period, it will be cleaned and taken to the charging cabinet by a staff member designated by the unit shift supervisor. The staff member will wear gloves and a mask while handling the tablet. Once the tablet has been updated, it will be returned to the quarantined resident. Power cords must be cleaned and returned to the unit shift supervisor after the quarantine period.

Laundry

While in quarantine, residents will be issued, and must wear, state-issued clothing. Quarantined residents will each be issued a laundry bag and a sugar bag. State laundry will be put inside a sugar bag and the sugar bag will be put inside a laundry bag. The laundry will be set outside of the resident's room door on Monday and Thursday and a staff member designated by the unit shift supervisor will pick up the laundry to include with the unit laundry. State laundry will be issued by a staff member and left outside of the room on the provided table/chair. At the end of the quarantine, the resident's laundry procedures will revert back to the standard unit protocol.

Trash Collection

Each resident will be provided with a trash container and garbage bag and will be responsible for ensuring their trash is in the bag and outside of their room each day. The trash will be picked up by a staff member wearing gloves and a mask.

School

Each student will be provided with weekly course work by school staff to complete in their rooms. Modifications will be made for students with special needs. School work will be picked up on a weekly basis by a designated staff member wearing proper PPE.

PROBATION AND PAROLE

The Probation and Parole Division has 23 field offices located throughout the state of Montana. All of these field offices are leased from third parties.

Office Environment

Remove all furniture from the lobby except one chair with a hardened surface for offenders who have physical limitations.

Acquire furnace filters or vacuum filters to cover the opening to the lobby from the administrative support staff members' office.

For offices with no barriers between the lobby and staff, ensure maximum distance between offenders and staff is achieved using the floor markings.

Have cloth masks and hand sanitizer available on counters or other designated areas.

Properly mark floors and walls with signage (explained below). For small offices, allow no more than two offenders in the lobby at any given time. Larger offices may accommodate up to four offenders. Signage should include:

- Floor placards – “Please wait here” – placed no closer than 6 feet apart.
- Wall posters – “All visiting persons must wear a face mask while in this building”
- Door signs – “Please call _____ and inform us you are here. Wait for further notice as to when to enter the office.”

When P&P officers are making appointments with offenders, they will direct them to wear masks to the office (if they have them). If they do not have one, a cloth mask will be provided when they arrive. Offenders will be advised to keep the masks, wash them, and always wear them to the P&P office. P&P officers will also advise them not to bring family, children, friends, to their appointments. Also, and they must provide their own writing utensils.

Each office shall maintain a master calendar schedule to ensure that P&P officers are not scheduling visits by offenders that will exceed our approved occupancy for each office. We must also prevent having offenders wait for extended periods of time to be seen by the P&P officers. The master calendar should reflect enough blocks of time to achieve the tasks identified above.

The office shall maintain a master logbook to record offenders' names, date, time arrived, time departed, temperature, P&P staff members contacted, and area of the building accessed. For smaller offices, the area of the building becomes irrelevant. For larger offices, designate the wing or portion of the building. Contact is identified as being in proximity of 6 feet or less for more than three minutes without barriers.

Reconfigure individual offices to have no more than one guest chair, preferably a chair with hardened surfaces and not upholstered furniture. Position the chair to provide maximum distance between the P&P officer and the offender.

Ensure that the office has sufficient supply of cloth masks for offenders, disinfectant wipes and/or spray, hand sanitizer, and a thermometer. Offices should also have extra pens available should offenders be required to write or sign something. If a pen is used by an offender, it should be placed in a separate receptacle and not reused by any other person. At the end of each day, the pens can be cleaned with disinfectant wipes and made available for use the next day.

Office Visits

P&P officers and other staff members who are going to be in contact with offenders shall wear their masks at all times during this contact.

Office visits by offenders should be minimized. All requests to have an offender report to the office shall be approved by a supervisor. The supervisor and P&P officer should decide why it is necessary to have the offender report to the office.

Initial signups, drug testing, risk and needs assessments, pre-sentence investigation interviews, photographs, travel permits, and interactions with offenders who have high needs or are struggling emotionally and/or mentally are all examples of legitimate reasons to have an offender report for an office visit. Offenders who report unexpectedly will be permitted to visit with a P&P officer or supervisor to determine their needs. All routine scheduled contacts with offenders that do not fit into the criteria above should continue to be performed in the field.

Telephone contact with offenders should be minimized to offenders as provided within Procedure PPD 6.1.203, Case Management for Adult Offenders.

In summary, the supervisor should inquire why this contact cannot be performed in the field.

Upon arrival at the office, offenders will call the designated person or telephone number listed on the sign at the front door. Offenders will be advised to wait in the vehicle or outside until a staff member can bring them into the building. Offenders must be asked the screening questions prior to entering the office and also advised that their temperature will be taken upon entry. Screening questions include:

- Have you felt ill in the last 14 days?
 - If yes, what were the symptoms – fever, cough, shortness of breath, lack of taste or smell.
- Have you been in close proximity to anyone who has tested positive for COVID-19 in the last 14 days?
- Have you been tested for COVID-19 in the last 14 days?
 - If the answer to any of these questions is yes, entry into the building should be denied and the offender should be directed to consult with a medical provider of their choosing.
 - If the answer to the last question is yes, find out when, where and who performed the testing to confirm the results.

In order to enter the office, offenders should be directed to put on their masks — either the one they brought with them or one that is issued to them. They should also be directed to wash their hands with hand sanitizer. The P&P officer will take their temperature. If the temperature is 100.4 or greater, the offender will be asked to leave and consult with a medical provider of their choosing. If they must wait for a short period of time, direct them stand at one of the placards on the floor and wait for further instructions.

Once in the office, record the necessary information in the master logbook.

At this point, the P&P officer may take the offender to their office and conduct the visit.

If drug testing is required, the P&P officer will wear a medical grade mask, face shield and protective gloves. Drug testing will occur in accordance with P&P Procedure PPD 3.1.2000 Offender Drug Testing Program. P&P officers are permitted to deviate from this procedure in acquiring a sample in order to enhance personal safety during this time of pandemic. Additionally, in order to prevent cross-contamination of surfaces, once the sample is obtained and the offender has placed a lid upon the collection cup, the P&P officer shall hold a clear zip lock baggie and have the offender place the cup in the zip lock baggie. The officer will then seal the baggie and maintain possession, so the surface is no longer contaminated by the touch of the offender. If it is determined that an oral swab will be used for testing, (usually due to gender issues) this process should occur outdoors. The P&P officer will have the offender place their mask on and provide them with protective gloves to wear. Have the offender step away at least 12 feet, pull down the mask and perform the swabbing.

Then have the offender return the swab into the testing sleeve, replace his/her mask, and retrieve the sleeved swab from the offender.

If, after testing, the offender is going to enter the office, have them dispose of the gloves and use hand sanitizer immediately upon entry.

Upon conclusion of the visit, wipe down all surfaces that the offender touched in the individual office and/or bathroom with disinfectant wipes or spray.

Once the offender exits the office, document the necessary information in the master logbook.

Response to Confirmed COVID-19 Case

In the event PPD receives information that a staff member has tested positive for COVID-19, the office will immediately be closed. P&P officers will be directed to work from home until further notice.

In the event PPD receives information that an offender has tested positive for COVID-19, PPD will work the county health department to assist in contact tracing.

PPD will also contract with an independent contractor to immediately begin to deep clean and sanitize the office.

Upon confirmation that the office is sanitized, PPD will resume modified operations as specified above.

CROSSROADS CORRECTIONAL CENTER

Upon receipt of the COVID-19 sentinel test results, if it is confirmed a COVID-19 case exists inside the facility among the MDOC population, management strategies will be implemented. These essential strategies include placing confirmed cases and individuals with symptoms under medical isolation, quarantining their close contacts, and facilitating necessary medical care, while observing relevant infection control, environmental disinfection protocols, and wearing recommended PPE.

Below are specific management strategies for inmates who are tested and confirmed negative; not tested and asymptomatic; and confirmed COVID-19 cases. It is not feasible to prepare a management strategy for every circumstance which may arise. For those not addressed, staff are to use good judgement keeping in mind the PPE use, sanitation techniques, social distancing, etc.

Quarantine

Individuals who have had close contact with a COVID-19 case will be assessed to determine whether they have developed symptoms of the disease. Those individuals will be quarantined up to 14 days, or as directed by medical staff. Monitoring will continue throughout the quarantine. Ideally, each individual would be quarantined in a single cell with solid walls and a solid door that closes. If sufficient cell space is not available, Health Services staff will determine which inmates may be housed together based on risk factors. The facility will continue to follow established quarantine procedures with incoming inmates.

Medical Isolation

Inmates who are confirmed as positive for the virus will be placed in medical isolation, ideally in a single cell with solid walls and a solid door that closes, to prevent contact with others and to reduce the risk of transmission. Depending on the number of inmates who are confirmed positive for the COVID-19 virus, there may not be enough individual cells to do so. In this situation, cohorting will be implemented. Health Services staff will determine which inmates may be housed together based on risk factors.

Quarantine Area Procedures

In housing areas with no COVID-19 positive inmates in medical isolation, the following procedures will be used:

- **Unit Management:** Unit team members, designated for each population, will:
 - Make rounds daily to determine inmate requests.
 - Report concerns to ADO and/or Health Services staff.
 - Perform other duties as outlined in this management plan.
- **Medical Services:** Pill Call, Doctor Sick Call, and Chronic Care will be conducted at the cell or on the wing.
 - Health Services staff will be designated for the housing units (LPN/RN/ARNP).

- Emergency dental services only.
- Designated office space for privacy when necessary.
- **Correctional Staff:**
 - When possible, correctional staff should be assigned to the same area.
- All staff will wear PPE; mask, face shield, gown, gloves.
- Pod porters will conduct cleaning every two hours during movement hours.
 - PPE to be worn by inmate porters: mask, gloves.
 - Emphasis on hard surfaces, doors, door handles, shower curtains, phones, etc.
 - If pod porters are not available, a staff member will sanitize general areas.
- **Out of cell movement:** Inmates are to move to the area as directed. They are not to visit cells or other areas of the pod without permission. Doing so will result in a disciplinary report.
- **Dayroom Schedule:** No dayroom activity permitted.
 - Inmates will be confined to cells.
- **Shower Schedule:** Inmates will have 30 minutes to leave their assigned cell to shower and/or use the phone.
 - Inmates must wear their masks to and from the shower, even if alone. Masks may be removed when in the shower stall only.
 - A shower schedule will be implemented to provide each inmate with a minimum of three showers per week.
 - Inmates are to use the shower designated to them to ensure social distancing.
- **Phones:** Inmates will have 30 minutes to leave their assigned cells to shower and/or use the phone
 - Inmates are to sanitize the phone once their call is completed.
 - Inmates are to wear masks when using the phone.
 - Inmates who refuse to return to their assigned cell within the 30-minutes, refuse to sanitize the phone or wear their masks when on the phone will be issued a disciplinary report.
- **Recreation Schedule:** No out of cell recreation.
 - In-cell activities (arts & crafts, puzzle books etc.).
- **Commissary:** Modified (select items)
 - Business Office and other staff will deliver commissary to each pod.
 - Unit team will offer free hygiene packets daily or as requested.
- **Mail Services:** Unit team/Security will pick up and deliver all mail.

- Legal mail will be issued to a unit team member for distribution.
- **Laundry Services:** Monday - Friday
 - A schedule will be drafted and provided to the inmates.
 - Designated laundry bins for each unit will be disinfected between each load.
 - Designated washer/dryers for isolation units will be established (wash and dried separately).
- **Visitation:**
 - MDOC- Social visitation is closed. Attorney only. Recommended non-contact.
- **Programming:** In-house (mental health, educational services, library, religious services)
 - In cell encouraged. Designated offices on the wing will be utilized as needed.

Meals

- Disinfect and sanitize carts before and after each meal.
- Food will be delivered and distributed by the pod officer, housing SCO and other support staff wearing PPE.
- All meals will be served on covered plastic or Styrofoam trays in the cells.
- Staff members serving the plastic trays will remove the plastic lids when delivering to the inmates.
- Plastic trays will be recovered by a staff member approximately 30 minutes after the last meal is served.
- Once all lids and trays are recovered, the trays will be sent to the kitchen. This should be accomplished within one hour of the meal being served.

Medical Plan of Action

- At a minimum, (1) LPN will be assigned to provide on-site medication administration and conduct daily rounds (e.g., check on patients, collect sick call requests, respond to urgent health care needs, etc.).
- An RN will be assigned to complete sick call assessments in the unit.
- Provider assessments (doctor sick call, health appraisals, chronic care, etc.) will be conducted in the unit.
 - Privacy will be maintained during clinical encounters.
 - Health Services staff will wear N95 masks.

Medical Isolation Procedures

In addition to the procedures for quarantine areas, the following specific procedures will be used in areas which house medical isolation inmates:

- Movement outside the medical isolation area will be kept to an absolute minimum.

- Inmates in isolation are to wear face masks and gloves any time they exit their assigned cells.
- When inmates in isolation are out of their assigned cells, no other inmates will be out with the exception of a cell mate.
- Meals will be served at the cell.
- Inmates in isolation will wear PPE and utilize sanitation supplies provided when out of the cell.
 - PPE: Face masks, gloves
 - Inmates will utilize HdQ liquid to spray areas including:
 - Phones
 - Shower curtains
 - Doors
 - Shower and shower faucets
 - Cleaning supplies will be provided to mop floors and other areas.
 - All non-washable PPE will be maintained in the cells and disposed of when instructed by staff.

DAWSON COUNTY CORRECTIONAL FACILITY

Per the directive regarding COVID-19 protocols given to Montana Department of Corrections by Governor Steve Bullock, DCCF has implemented all protocols to protect offender population and facilities staff.

DCCF would utilize the following plans in the event of any confirmed positive cases:

1. Utilize the three county holding cells. These cells are separate from county and state pods.
2. If positive cases reach maximum capacity of holding cells, smaller county pods will be utilized.
3. If positive cases reach maximum capacity of smaller county pods, a state pod(s) would be utilized.
4. All positive cases will be quarantined. Facility could go into complete lockdown.

GREAT FALLS REGIONAL PRISON

Entry Procedures for all Incoming Inmates:

1. The booking staff will advise all arresting officers requesting entry into the vehicle sally port to remain in their vehicles.
2. A booking/medical staff member will proceed out to the vehicle and temp all individuals in the vehicle using the required PPE; To include law enforcement personnel if they intend to enter the facility.

High temp is 100.4 and above on either person (place facemask on person (s) direct to offsite care) refer to NOTE at the bottom of the page.

Normal temp range is 98.6 – 100.1

3. If the individual (s) temps are normal they can proceed with the booking process. If the individual (s) officer/arrestee's temp is high they will need to be seen at the Emergency Room and cleared before returning to be processed.
4. The booking staff during the intake process will access for coughing, difficulty breathing, and/or fever ask the person if they had any close contact to a person with COVID. If the answer is yes, place facemask on person/isolate and notify onsite medical.

NOTE: The City County Health Department and Alluvion are operating a testing clinic for the COVID-19 virus at the City County Health Department. We recommend that the arresting agencies use this option if the individual they will be bring to our facility is;

- A. Symptomatic
- B. Potential Public Safety Risk

Hours of operation: M-F 0700-1800 hours

Sat-Sun 0800-1500 hours

GFRP will notify the testing clinic at 791-7929 if, the arresting agency was asked to seek offsite care.

GFRP isolates incoming personnel in booking for 14 days per the CDC requirements, and would isolate an entire unit if we had a case or several cases.

MCCA COVID-19 PROTOCOLS

Members of the Montana Community Corrections Association (MCCA) provided the following plan in the event of a presumed or confirmed Covid-19 case at an MCCA facility:

1. Staff will conduct routine screening of staff and residents to detect Covid-19 symptoms as soon as possible. Screening includes temperature checks and completion of appropriate screening tools/symptom checks.
2. Residents who are presumed to have Covid-19 will be quarantined until the test result confirms or denies the diagnosis. In accordance with CDC guidelines, facilities will not quarantine a suspected case with a confirmed case.
3. Any resident under quarantine will be placed in a room that either has a window and heavy plastic draping in the doorway to create negative air pressure, or placed in a room with negative pressurization technology.
4. A quarantined resident is not permitted to leave his/her room except to use restroom facilities or attend medical appointments/attend to medical needs. Meals and medications will be taken to the quarantine room. Any time the resident is out of his/her room, a mask and any other appropriate PPE is required. Restrooms will be assigned and will be disinfected upon completion of use by a quarantined resident. Residents will be allowed outside time if their medical condition permits. Movements to and from isolation rooms will occur when common areas are as empty as possible.
5. Staff entering into a quarantine room is required to utilize PPE such as mask, protective eyewear/face shield, gown, booties, gloves, etc. Any time staff is unable to maintain social distancing of at least 6 feet will wear an N95 mask. Staff will utilize an assigned space for donning and doffing PPE in order to minimize the spread of any contagion.
6. Staff will cooperate with local health departments to determine any other resident who was in close contact with the quarantined resident and assist with ensuring any recommendations such as further testing are followed.
7. Facilities continue to mandate social distancing protocols amongst the resident population to minimize any potential exposure. All facilities have increased screening protocols and disinfecting procedures as well as sanitization procedures (hand washing, hand sanitizer, etc.) including, in some areas, utilizing an electrostatic disinfection system.
8. Some facilities are requiring face masks to be worn by all staff and residents while in the facility. Further, in accordance with the Governor's Executive Order, facilities have suspended visits and restricted passes and other activities within the community and will continue to do so as deemed necessary.