

NYC DEPARTMENT OF CORRECTION PANDEMIC PLAN CORONAVIRUS -19

Introduction:

The purpose of this Pandemic plan is to prepare the New York City Department of Correction for the response to cases of the Coronavirus - 19 (COVID 19) in DOC facilities. Currently, there is no treatment or vaccine available for COVID 19. There is no way to predict when a vaccine may become available.

Transmission:

The routes of transmission for COVID 19 are not readily understood at this time. However, experts believe that prolonged contact is required for the transmission of the disease. To date, it does not appear as if casual contact, taking the subway with a person, walking through a lobby, or other types of casual contact transmits COVID 19.

According to the DOHMH, transmission occurs through exposure to large respiratory droplets similar to the transmission of the Coronavirus. Droplet transmission occurs when an infected large particle droplet comes into contact with the conjunctivae of the eye or the mucous membranes of the nose or mouth. Coronavirus does not appear to travel great distances or travel through ventilation systems. Since the transmission of the COVID 19 is not completely understood, airborne and contact isolation precautions are being used to control the spread of COVID 19.

Planning Assumptions:

The agency's role during a COVID 19 outbreak will be to implement practices and procedures that limit transmission of the disease to staff and inmates. It is estimated that the absenteeism rate will be above normal due to a COVID outbreak. There may be limited support from outside as the borders and ports may be closed to decrease the spread of

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the COVID 19. Additionally, all employers will have an increased absentee rate.

Initial Steps:

The Emergency Operation Center (EOC) will be activated when the first case of coronavirus is reported in the Department of Correction. The following procedures will be implemented when the first case is reported to prevent transmission of the disease in departmental facilities.

Emergency Staffing Plan:

In the event that staffing levels are critical due to excessive absenteeism, the Department shall ensure that all critical security and safety posts are manned as detailed in the Emergency Operations Manual.

General Containment and Control of Transmission

1. People should cover their mouth/nose with a tissue when coughing or sneezing or sneeze/cough into their elbow
2. Post signs to promote respiratory/cough hygiene in common areas.
3. Hand hygiene – Wash hands frequently with soap and water. If soap and water are not available, the use of alcohol based hand sanitizer shall be employed.
4. Staff may carry hand sanitizer on their person in accordance with Departmental policy.

Screening of Personnel Entering Departmental facilities at all Entry/Egress Points:

The Department shall implement a fever watch point at entry/egress points in all Departmental facilities as recommended by the NYC Department of Health and Mental Hygiene. The specifics of this

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program are under review at this time. Details will be included as they become available.

Screening of Inmates in Courts:

The EPASS (Pre Arraignment Screening Unit) nursing is providing the screening and identifies anyone with significant medical issues. Pre-screening prisoners prior to entry into DOC holding pens to reduce the risk of transmission of the coronavirus will be employed. Whenever possible, an inmate committed into DOC custody shall not return to the feeder pens to reduce the risk of transmission.

Prior to taking custody of a prisoner, the DOC staff member shall ask the prisoner whether or not they are ill or injured. If the prisoner states that they are ill or injured, DOC shall not take custody of the prisoner until the inmate is assessed by medical staff and a "Medical Treatment of Prisoner" form is produced.

During the new admission screening, the Court Officer shall ask the inmate the questions detailed in the Arraignment and Classification Risk Screening Form (ARC 239B). **Attachment A.** If the inmate states that they have flu-like symptoms, the inmate will be given a mask, be separated from the other inmates, and the staff member conducting the screening shall notify the Transportation Division at 718-546-1360 that an inmate must be transported to the receiving facility in a separate vehicle from inmates who are not experiencing flu-like symptoms. Additionally, the staff member conducting the screening shall notify the receiving facility, and the H+H/CHS 24 Hour Operations Manager at 347-774-7000 that an inmate with flu-like symptoms is being transported to the receiving facility. Finally, an email notification shall be sent to DL-Health Affairs notifying them that an inmate with flu-like symptoms is being transported to the receiving facility. The email notification shall include: a) the inmate's name, b) NYSID number/Book & Case number, c) court part, d) the receiving facility, e) the names of

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the Transportation Division staff member, the receiving facility staff member, and the H+H/CHS 24 Hour Operations Manager who received the telephonic notification that an inmate with flu-like symptoms is entering our custody.

Use of Respirators

Currently, the use of N-95 respirators is not recommended for the DOC staff members. However, if the Center for Disease Control (CDC) and/or the NYC Department of Health and Mental Hygiene recommend the use of the N-95 respirators, the Department will provide N-95 (Moldex 1200) respirators for personnel performing high risk procedures involving respiratory secretions. Moldex models 1200 and 2200 do not contain a metal nose piece and were approved for Departmental use. Staff may not utilize their own air purifying respirators during a coronavirus outbreak due to existing Occupational Safety and Health Administration regulations.

Training for the proper use, storage, and handling of the Moldex 1200 will be provided in conjunction with the Correction Academy and the Environmental Health Unit. This training will be initiated immediately to ensure that all staff are adequately trained in the use of the N-95 respirators is recommended. The training sessions will be provided during roll call training, during non-uniformed staff training sessions, and at the Correction Academy,

The Department shall follow all recommendations of the CDC and the NYC DOHMH regarding the use of respirators or any other personal protective equipment. Inmates who fail to comply with an order to wear a respirator will be infraacted as stated below.

The highest infraction charge for an inmate refusing to wear his or her mask under Institutional Rules; Charge 118.10 a Grade I offense –

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Inmate must obey all institutional rules and regulations relating to the security and good order of the institutional.

Social Isolation:

Inmates in dormitory housing areas will be instructed to sleep head to toe thereby increasing the breathable space between inmates and maintaining/increasing the three foot distance recommended to prevent transmission. Additionally, it will be recommended that all inmates, maintain a three foot distance whenever possible, and do not sit on anyone else's beds.

When recommended by the NYC DOHMH, all congregate inmate services will be provided at the housing area. This includes law library, religious services, congregate feeding, and commissary. Commissary spending limits will be decreased to allow for the lack of supplies that may occur due to the COVID 19 outbreak. It is expected that the time required for each meal service will increase due to a reduction in the number of non-uniformed food service personnel and inmate workers. Requirements for congregate feeding are discussed below.

Sick inmates will be housed in dormitory settings and healthy inmates will be housed in cell areas to promote social isolation. The housing plan is discussed below.

Sick call will need to occur at the housing area. If deemed clinically indicated by Correctional Health Services (CHS) medical, CHS Nursing will provide screening in the housing areas. Based on clinical criteria provided by CHS medical staff, patients will be further evaluated in the Clinic setting. When necessary, inmates will be sent to the Clinic for treatment/examination one housing area at a time. The medical staff will strive to ensure an inmate's privacy during in-house sick call. Whenever possible, the dayroom, or other identified area, will be utilized to afford privacy.

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The inmates would utilize video teleconferencing for court appearances, probation interviews and attorney- client interviews. The Criminal Justice Bureau surveyed each facility to determine the number of booths and Information Technology (IT) equipment necessary to conduct court hearings. The video teleconferencing plan is discussed below.

Staff will be encouraged to maintain a distance of three feet from other staff members while eating in the staff messhall. If required, respirators cannot be worn while eating. Cots for staff must be set up at a distance of at least a three feet interval to prevent transmission of the virus. If the CDC or NYC DOHMH recommend the use of N-95 respirator or surgical masks, staff members will be encouraged to wear N-95 respirators or surgical masks on the route bus and during their daily assignment.

Video Teleconferencing:

The Courts will utilize video teleconferencing during a COVID 19 outbreak. Currently, there are ninety one (91) court parts in New York City with teleconferencing capabilities. The Department's plan would be to meet and exceed the court's teleconferencing capabilities by 10% allowing for equipment failure during the COVID 19 outbreak. At this time, the department does not have access to the Court's plan to upgrade the remaining court facilities for video teleconferencing.

The Department currently has a total of 42 operable booths for video teleconferencing.

The court appearances average fifteen minutes and the Probation and attorney client interviews last between thirty to sixty minutes. Optimally, the agency can conduct 28 – fifteen minute court sessions per day per booth. Five booths per facility would be dedicated solely for

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court appearances and one to two additional booths per facility would be used for probation and attorney/client interviews.

In the event that the CDC or NYCDOHMH recommend the use of respirators, it is imperative that every inmate and staff assigned to the VTC area wear an N-95 (Moldex 1200) respirator when being escorted to the VTC designated area. Each VTC booth must be sanitized prior to the next inmate utilizing the booth for video conferencing. **For infection control, the booths must be placed at least three feet apart.**

Housing Area Plan:

Inmates with confirmed cases of COVID 19 shall be housed in the Communicable Disease Unit (CDU) as long as there are vacancies in the CDU. Once the CDU cells are filled to capacity, appropriate housing shall be identified to house those diagnosed with Coronavirus thereafter.

Discharge of Inmates Infected with Coronavirus

The Department shall follow the protocol identified by the NYC DOHMH for the discharge of inmates infected with the COVID 19 virus. DOC staff shall notify the H+H/CHS 24 Hour Operations Manager at 347-774-7000 when any inmate housed in an area designated for those diagnosed with Coronavirus 19 are ready to be discharged.

Visits:

The Department plans to continue visits during a COVID 19 outbreak unless directed by DOHMH to curtail visits. This includes family, friends, and clergy. The Department reserves the right to limit visits should the need arise.

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The Deputy Commissioner for Public Information shall ensure that information relating to the Visits will be provided in signage in the Visit Houses and will be available on the Inmate Visit page on the DOC website:

<https://www1.nyc.gov/site/doc/inmate-info/visit-inmate.page>.

Environmental Health and Sanitation:

Environmental health and sanitation will play a major role in preventing the spread of the disease through contact transmission. In addition to the sanitation mandates set forth in Directive #3901: Housekeeping Procedures and Directive #3903: Sanitation of Medical Areas, enhanced sanitization of inanimate objects and common touch surfaces must occur. As stated earlier, the COVID 19 may be spread by a person touching a contaminated surface and then touching their eye or a mucous membrane. To prevent transmission via this route, all surfaces shall be cleaned and sanitized in accordance with **Attachment A**.

After an area is thoroughly cleaned with the General Cleaner 15 and rinsed, the Diversey Virex 256 (disinfectant) shall be applied often enough to keep the surface wet for at least ten (10) minutes. After a toilet, sink, or shower handle are utilized, the user should sanitize the surface. Sanitizing wipes or sponges/wiping cloths stored in Diversey Virex 256 (disinfectant) will be supplied to inmates and staff to allow them to sanitize surfaces such as the toilet, sink, shower handle, etc. prior to use. Door knobs and other inanimate objects should be sanitized routinely. Cleaning and sanitization of empty beds/cells housing inmates with the virus shall be cleaned in accordance with **Attachment A**.

Cleaning crews will be utilized to conduct daily and weekly cleaning and sanitizing of housing areas utilized for housing inmates with the virus. These inmates should receive training in cleaning procedures prior to assignment to this area. This training will be conducted the

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Environmental Health Unit personnel. The inmate cleaning crew's pay would be between \$1.00 – \$2.00. Institutional Aides will continue to clean the North Infirmary Command Infirmary areas and the West Facility Communicable Disease Unit as staffing levels allow.

Special attention shall be paid to court facilities, intake facilities, and Visit Houses as these are high traffic areas. These areas shall also be cleaned and sanitized in accordance with the instruction provided on **Attachment A**.

Nutritional Services

All Nutritional Services normal everyday functions would stay in place should an emergency arise. Staff remain as needed and perform normal duties of storing of goods, food preparation and cooking:

- 1) Ten(10) days supply of food are available at all times in all production facilities: three (3) days of prepared foods plus additional seven (7) days of food in various WIP stages and needed final preparation:
- 2) Three (3) days supply of bread and milk are present in all production and receiving facilities
- 3) A month's supply of beverage concentrate and coffee are available in all facilities
- 4) Potable water supply will be available from regular faucets in all facilities.
- 5) Emergency supply of bottled water is available should the supply of potable water is disrupted. (Emergency bottled water is available at Division 1 storehouse and will be delivered to the facility as needed)

Kitchens shall be maintained in a clean and sanitary condition. If increased absenteeism occurs and affects the ability to prepare the scheduled menu items, menu modifications including the use of convenience foods, and the use of the Department's six (6) to eight (8)

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weeks supply of canned and frozen foods. Foods that required minimal preparation and handling would be chosen as menu items.

Health Management Division

All symptomatic persons must remain apart from healthy personnel. Therefore, all employees who are symptomatic must be sent home immediately, instructed to visit a doctor to rule out Coronavirus and obtain medical clearance to return to work. Uniformed members of service are required to provide proof of medical clearance to the Health Management Division (HMD) prior to returning to work. Once medical clearance is authenticated by HMD, a teletype will be issued returning the employee to work.

The Health Management Division maintains an annual contract for procurement of a sufficient amount of flu vaccine for all non-uniformed and uniformed members of service. The unit currently has a three-year (3) contract with RCM Nursing Registry. The Health Management Division shall utilize existing procurement procedures to contract the services of three (3) additional nurses in the event a vaccine becomes available during a pandemic. It is recommended that the department institute a consent form similar in format to that used with administration of the Hepatitis B vaccines.

Additionally, the Health Management Division will continue to conduct investigations and supply tuberculosis (PPD) testing and issue Hepatitis B vaccines as necessary. It should be noted that the number of contact investigations may increase during a pandemic as those infected with the virus will be more susceptible to contracting communicable illness.

HMD will schedule a nurse to visit all commands to re-offer flu vaccines. Additionally, HMD will continue to offer the flu vaccine at HMD from Monday to Friday during the hours of 9am- 5pm.

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All non-uniformed staff members are required to submit medical documentation to their supervisors when they are out sick for three or more days. The medical documentation must state that the staff member is able to return to duty.

The Health Affairs Forensic Unit will provide support as needed to the Office of the Chief of Medical Examiner as outlined on page 16 of the attached plan. Specifically, the DOC Forensic Unit, at the direction of the OCME, may take over responsibility in the event that several deaths occur on Rikers Island daily. This may include obtaining information needed by the OCME and transporting bodies to the medical examiner's office or to a portable morgue unit. Forensic Unit staff shall complete the "Department of Correction Inmate Mortality Tracking Form" when and where necessary. Health Affairs will also be the Department's liaison with CHS.

Central Warehouse Operations Division (CWOD)

The Central Warehouse Operations (CWOD) will provide the necessary preventative supplies to help limit further outbreak and exposure to staff and inmate population. At this time, CWOD via the Division I warehouse, will supply masks, soaps, toiletries, goggles, disinfectants and Tyvek suits. Additional clothing is available for the inmate population to ensure clothing is rotated and cleaned accordingly. Warehouse staff will be made readily available to pull and distribute any emergency request for both facilities and non-facilities. Staff who possess a Commercial Driver's License (CDL) will be used to deliver supplies as needed. Any additional supplies will be sourced and procured through the Riker Island Central Procurement Unit.

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Transportation:

The below listed identified staff member and inmates are scheduled to the departmental vehicle sanitation:

- 1) 2100x 0531 Tour- Monday – Friday - (2) Correction Officers
** No inmates assigned - (departmental policy inmates can not operate power washing tools)
- 2) 0530x1401 Tour- Monday – Friday - (1) Correction Officer
** 2 inmates will be assigned
- 3) 1300x2131 Tour – Monday-Friday - (1) Correction Officer
**4 inmates will be assigned
- 4) 0500X1331 Tour and 1300X2131 Tour – Saturday - Sunday

The Transportation Division will implement the same Department staff pick-up points that are utilized during a transit strike if public transportation is not functioning during the COVID 19 outbreak. Teletype notification will occur as soon as practicable after the first case of COVID 19 is reported in New York City. The pick up points will be as follows.

Brooklyn: Jay Street / Boro Hall

Queens: Queens Blvd/ Jackson Avenue (42nd Road)

Manhattan: 125th and Lexington Ave.

Manhattan: Staten Island Ferry Terminal (Manhattan Side) to Rikers Only

Bronx: 161st Street & Grand Concourse

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All vehicles must be cleaned and sanitized daily.

Public Information

The Deputy Commissioner for Public Information shall be responsible for disseminating all information pertaining to the Department's actions during a COVID 19 outbreak. Additionally, Public Information shall ensure that the agency website contains all pertinent information regarding visits and other pertinent issues. Information and updates will also be disseminated to inmates through the inmate council delegation. The Deputy Commissioner for Public Information will regularly provide appropriate signage, and shall ensure that the agency website contains all pertinent information regarding visits and other pertinent issues. Information and updates will also be disseminated to Warden's for provision to inmates through the inmate council delegation with coordination from Health Affairs.

Oversights:

An OPC review of oversight requirements revealed that SCOC must be notified of contagious illnesses within twenty four (24) hours of diagnosis. This is defined as "the presence of a physical ailment in an individual or in a group of individuals which threatens or has the potential to threaten the health of others." (1) All physician confirmed cases of diseases reportable for the DOH pursuant to the NYS Sanitary Code (10NYCRR2.10, (2) all physician confirmed outbreaks or clusters of contagious illness which have been contracted by the inmate population, (3) all physician confirmed outbreaks or clusters of contagious illnesses which have been contracted by personnel who normally have direct contact with the inmates. This notification must occur in 24 hours. BOC does not have a standard, but is usually

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notified. These notifications occur through the Central Operations Desk (COD).

Variances would be necessary from SCOC and BOC in cases of suspension of recreation, visits, or receipt of visit packages. OPC should be notified of the need of these variances.

Administration / Human Resources:

Job abandonment must be handled via disciplinary charges for anyone covered by Civil Service Law 75 or a contractual disciplinary grievance clause. For tenured Correction Officers who are never covered by a contractual disciplinary grievance clause, only Civil Service Law 75 would apply. If neither apply, as in the case of probationary Correction Officers, the employee may be terminated without formal disciplinary charges.

In this regard, City Personnel Rule 6.4.3 provides that if an employee is absent without leave (AWOL) for a period of twenty (20) consecutive work days and fails to communicate with his/her employing agency in a manner prescribed by that agency, then such an absence shall be considered a resignation unless the appointing officer accepts an explanation. The rule also provides that an employee absent without leave who is covered by Section 75 of the Civil Service Law is entitled to disciplinary process described in that section. Section 75 applies to permanent competitive class employees. It may also apply, under limited circumstances to employees serving in position in other classes of the classified service in addition, employees not covered by Section 75 may be entitled to disciplinary rights under their collective bargaining agreement.

See also Administrative Code 9-113, Resignation by members of the uniform force of the department of correction, which provides: Absence, without leave and without an explanation, of any member of the force

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for five consecutive work days shall be deemed and held to be resignation, and the member so absent shall, at the expiration of such period, cease to be a member of the force and be dismissed there from.

And see the following:

Rule 3.10.250- When a member of the uniform force has been absent without leave for 5 consecutive work days, the commanding officer shall forward a written MOC to the Commissioner in conformity with Rule 3.40.030.

Regarding the length of time that staff can be required to stay at work to cover for staff who do not report for duty, see Administrative Code 9-116(b) which provides for the division of correction officers into three platoons at each institution. This section prohibits assignment to more than one tour of duty, consisting of not more than ten consecutive hours each consecutive twenty four hours. There is however this important exception “excepting only that in the event of riots , prison breaks or other similar emergencies so many of said platoons or of the members thereof as may be necessary, may be continued on duty for such hours as may be necessary. For the purpose of changing tours of duty and for the necessary time consumed therein, said platoons or members thereof shall be continued on duty until relieved.

It may be noted that Operations Order 24-90, entitled “Overtime – 10 Hours Between Tours”, requires “every effort shall be made to relieve a CO or captain who request 10 hours between tours. However, it is fair to assume that in an emergency situation of the kind, contemplated here, every effort to relieve would be to no avail, so that Operations Order 24-90 would not present a constraint on the power under Administrative Code 9-1116(b) , in emergencies, to continue officers on duty for such hours as may be necessary and until relieved.

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Health Affairs:

The Office of the Chief Medical Examiner (OCME) will coordinate the distribution of refrigeration/freezer trucks and teams through the Office of Emergency Management. When the trailers are properly utilized each trailer has the capacity to hold forty-four bodies. OCME recommends that each agency maintains a supply of body bags, toe tags, a tracking system and refrigeration space to maintain the bodies for twenty four hour period while OCME distributes their assets.

Each death that occurs in custody is automatically under the jurisdiction of the Office of the Medical Examiner (OCME) and autopsies are performed on all these Medical Examiner cases. The death certificate is issued by the Medical Examiner's Office. The Office of the Medical Examiner expects to operate normally through the beginning stages. As the number of deaths increase, the Medical Examiner's procedures may change. Currently, the NYPD call in a death to an OCME- hot line. The questions and information necessary to make the telephone report efficient are outlined in the NYPD Patrolman's Guide. The Medical Examiner's office determines whether an investigator must visit the scene by the information provided by the NYPD.

The DOC Forensic Unit may need to take on this responsibility in the event several deaths occur on Rikers Island daily. The Medical Examiner may release the body and allow DOC to transport the body to the Medical Examiner's office or the nearest portable morgue unit. OCME will develop a protocol and train the DOC forensic unit on transporting bodies to storage areas or the nearest portable morgue. DOC Forensic Unit has developed a form to ensure that personnel responding to a death will acquire all necessary information for the OCME to determine if a Medical Examiner must respond to a DOC facility. (**Attachment C**). DOC FMRD shall ensure sufficient electrical supply is available at each location where the trailer is provided. Without shelving, a trailer refrigerator / freezer unit can hold twenty eight bodies. OCME requires

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that any body in a DOC facility be placed under 24/7 security and tracked and catalogued along with any property that may be with the body. The Forensic Unit will provide support as needed to the Office of the Chief Medical Examiner.

Budget & Finance:

The responsibility for budget and finance shall consist of tracking and monitoring all resources, supplies, staffing overtime that incurred.

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ATTACHMENT A

CLEANING AND SANITIZING PROTOCOL FOR
CORONAVIRUS

1. Don required personal protective equipment:
goggles and gloves:
2. Start cleaning at the ceiling, move to the walls,
common touch surfaces, and the floor.
3. Dispense General Cleaner 15 from the Diversey
dispenser in the janitor closet. Change the
solution whenever it appears dirty or between
tasks (ceiling/wall, wall/common touch surfaces,
common touch surfaces/floor)
4. Dip sponge/cloth/scrub brush in solution and
scrub from top to bottom.
5. Rinse with copious amounts of clean water.
6. Dispense the Virex 256 from the Diversey
dispenser in the janitor closet.

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7. Dip sponge/cloth/scrub brush in solution and apply the disinfectant from top to bottom. Repeat, so that the surface remains wet for at least ten (10) minutes. Two or more applications of the disinfectant may be necessary.
8. Allow to air dry.
9. Dispense the Stride Neutral Floor Cleaner from the Diversey dispenser in the janitor closet and mop the floor.

B



CORRECTION DEPARTMENT
CITY OF NEW YORK



INMATE MORTALITY TRACKING FORM

Health Affairs Case #:

OCME Case #:

SECTION I: INMATE INFORMATION

Last Name:

First Name:

Book and Case Number:

NYSID Number :

Facility:

Housing Area Location:

Place of Occurrence:

Date of Death :

Time of Death :

Sex :

Race :

DOB :

Age :

Admission Date :

Height:

Weight:

Hair Color:

Eye Color:

Scars:

Tattoos:

Next Of Kin:

Has Next of Kin Been Notified:

Pronounced By :

Tour Commander (at the time of death) :

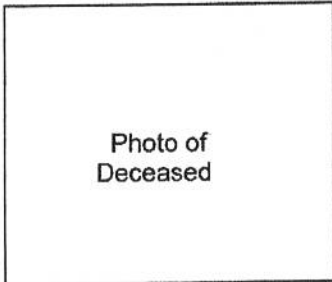


Photo of
Deceased

Remarks :

HAU Staff Assigned :

HAU Supervisor's s Name and Signature :