

Davidson County Sheriff's Office: PANDEMIC PLAN

The Nashville-Davidson County Sheriff's Office (DCSO) recognize that our nation's jails are a microcosm of the community and our incarcerated population are high risk for communicable diseases. Although, COVID-19 facts and informational material (see attachments) was disseminated posted manually and electronically to all staff and the incarcerated population on March 2, 2020; we believe that an effective response and plan of action is necessary to minimize the risk of exposure/spread of COVID-19. More importantly, our on-going efforts will be in the best interest of our staff, the incarcerated population and the community.

Therefore, as of March 9, 2020, effective immediately, the following will occur:

Scanning Instructions during COVID-19 Alert

General Overview

1. All staff assigned to building (including security officers) AND all others entering the facility are screened. During medical emergencies, first responders are exempt from testing, as they are tested at their posts each shift.
2. Screener staff MUST wear gloves while on post and change gloves if in physical contact with any individual.
3. From 0600 hours to 2200 hours, including weekends, a warrant officer will be available and perform the temperature scans. For other times, security officers are responsible for performing the scans.
4. At the Correctional Development Male facility (CDM), temperature screening will occur before the metal detector; at HDC, in the main lobby. At CDM, no one may enter through Master Control area door unless their temperature is scanned at the beginning of that shift.
5. Temperature will only be scanned as individuals enter the facility for each shift. Once scanned for that shift, no further scanning is required.
6. For employees testing 100° F or above, everyone, regardless of position or facility assignment, is sent home. This is true from the sheriff down, and includes SORT officers if called in.
7. A lieutenant will be available to speak to employees who register 100.0° F or above.



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8. Supervisors understand that employees will be turned away if they present with a temperature in excess of 100.0° F and must remain at home for seven days (following temperature guidelines below).
9. Staff should notify own supervisor immediately.
10. At present, we do not expect employees refused entry to use FMLA. Absences will be covered through administrative leave (as noted below).
11. Once symptoms begin AND the temperature has returned to 99.9F or below without fever-reducing medication for three days, the employee may return to work, even if feeling poorly (as you no longer are “shedding” the virus).

Security screener process

1. Everyone (excepting First Responders) assigned to building (including SOs) and all others entering facility are screened.
2. At least two employees at checkpoint (will usually include a warrant officer)
3. Employees are not allowed past checkpoint or into administrative areas until screened upon initial entry into the building each shift.
4. Staff at checkpoint, including warrant officers, will wear gloves. Gloves will be changed when in physical contact with another person.
5. Selected screening officer will use the non-contact infrared thermometer to determine each person's temperature.
 - a. 99.9°F or below: allow to enter.
 - b. 100.0°F or higher: stop and pull to the side.
 - c. Alert lieutenant.
 - d. Lieutenant does not have to be present at initial screening.

Lieutenant Process (if the temperature is confirmed as 100°F or above)

1. Lieutenant then re-tests the person after ten minutes has passed since the initial scan. (The delay is to allow a person to cool down from a hot car, exercise, etc.) Only one retest is needed:
 - i. If the retest is 99.9° F or below, the person may be allowed to enter;
 - ii. If the retest is 100.0° F or above, the person is not allowed to enter.
2. Lieutenant circles employee or other and enters the date in the correct section.
3. For employees only:



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- a. Lieutenant asks the employee's name, position, and direct supervisor's name, and makes a note of it. As soon as possible, lieutenant emails direct supervisor and DCSO HR email group. The lieutenant then destroys the note.
- b. Lieutenant gives the form to the employee, and explains as possible.
- c. Email would just say Employee XX (giving the person's full name) was tested on YY date and temperature exceeded set standard. Employee was given copy of form.

Employee Process

1. As soon as sent home, the employee must contact direct supervisor regardless of the time. Employee's notification of supervisor remains an affirmative duty, just as any other callout or illness.
2. As administrative leave is used, the employee is to remain available Monday through Friday, 0800 hours to 1630 hours. Employees should self-isolate.
3. Employees are encouraged to *call* their primary care physicians if they develop other symptoms of COVID-19. Employees should follow recommended treatment options.

Self-reporting (i.e., call-out)

1. The burden is on the employee. The employee must call, following regular practice, to the on-duty supervisor. To receive admin leave benefit, the employee must state a fever or other symptoms similar to COVID-19 OR exposure to an individual suspected of carrying COVID-19.
2. Employees must call out if they are using fever-reducing medications during this emergency. They are subject to return seven days after initial symptoms AND three days without fever AND without taking medications.
3. The supervisor will approve the leave. If the employee claims COVID-19 symptoms, the leave is approved as admin. The employee will be encouraged to remain home while sick but cannot report for seven days after initial symptoms, and three days without a fever AND the employee has not taken any medication to reduce a fever. When reporting, the employee will be temperature screened as any other employee.
4. Regular issues (intermittent or continuous FMLA, or other emergency call-outs) will continue to use accrued leave.



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Contact with Presumptive AND Positive Cases

1. Following Metro Health Department guidelines, close contact is defined as:
 - a) Physical proximity of six feet or nearer; AND,
 - b) Contact must be prolonged (greater than ten minutes); AND
 - c) The presumed positive must exhibit symptoms during the contact; AND,
 - d) Neither party is wearing PPE.

2. Employees with regular contact with a primary care physician should call the doctor for further information. The provider may elect to test the employee for COVID-19. DCSO will follow doctor's recommendation/test results.

3. When all four conditions are met, the employee is to remain off work for fourteen days from the date of the initial person's first symptom. The employee may return after all symptoms are over AND has not taken any fever-reducing medicines in three days.

4. If an employee is tested and the test is negative, the employee must immediately notify Byron Grizzle or Evin Baylis to arrange return to work. The employee will return to work the next assigned shift. The employee is still subject to temperature testing.

DCSO PPE Guidelines and Response for COVID-19

Based on CDC guidelines

DCSO Personnel in "DIRECT/CLOSE CONTACT" PPE Guidelines:

Note: Direct/Close Contact is defined as closer than six feet and longer than 10 minutes. Any DCSO personnel required to supervise or manage any incarcerated person who is SUSPECTED or CONFIRMED of COVID-19 exposure will adhere to chart below:

| | N95 Respirator | Regular Face Mask | Eye Protection | Gloves | TVEK Suits |
|---------------------|----------------|-------------------|----------------|--------|------------|
| Housing Officers | | X | | X | |
| Transport Officers | X | | X | X | X |
| Laundry Officers | | | | X | X |
| Property Officers | | X | | X | |
| Janitorial Officers | | | | X | X |
| Medical Officers | X | | X | X | X |



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- All DCSO Personnel must use “Universal Precaution and Basic Hygiene Practices” to include washing hands, cover your mouth and nose when coughing or sneezing. Always Cover Your Anatomy (CYA).
- Housing officers performing basic duties **ARE NOT** required to wear or possess N95 Respirators [fitted], TVEK Suits, or Eye Protection.
- Housing Officers may wear **regular** masks when entering a housing unit (units with suspected cases) while conducting observation tours.
- Housing Officers assigned to “Direct Supervision” units **SHOULD NOT** sit on post wearing regular masks when day room access is restricted to the incarcerated population.

Medical Isolated (No-Contact) Population:

- **Only individuals who are laboratory confirmed COVID-19 cases should be placed under medical isolation. Do not house together confirmed cases with suspected cases.**
- Unless directed by medical, **NO** DCSO personnel will come into “Direct/Close Contact” with the suspected or confirmed incarcerated person.
- All encounters must be approved by the medical staff.
- Meals must be delivered on disposal trays.
- Non-disposable food service items should be handled with gloves and washed with hot water or in a dishwasher. Individuals handling used food service items should clean their hands after removing gloves.
- Laundry services will adhere to contaminated laundry protocols. Individuals handling laundry from quarantined persons should wear disposable gloves, discard after each use, and clean their hands after. Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Mail will be placed in personal property via Property Room.
- **There is no reason for case managers, mail couriers, etc. to wear PPE’s because those who are in isolation are NO CONTACT.**

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Basic Cleaning Protocols:

- Thoroughly clean and disinfect all areas where the confirmed or suspected COVID-19 case spent time. Note – these protocols apply to suspected cases as well as confirmed cases, to ensure adequate disinfection in the event that the suspected case does, in fact, have COVID-19.
- Even if COVID-19 cases have not yet been identified inside the facility or in the surrounding community, begin implementing intensified cleaning and disinfecting procedures according to the recommendations below. These measures may prevent spread of COVID-19 if introduced.
- The DCSO provides approved cleaning products designed to clean and disinfect all areas to include any suspected or confirmed areas of exposure.

Executive Action Items

- The DCSO Executive Team conduct (Sheriff and Division Chiefs) conducts a standard-daily briefing
- The DCSO Management Team/Unit (Sheriff, Chiefs and All Managers) conducts a standard-weekly briefing
- The DCSO and Criminal Justice System will collaborate to create special court dockets for early releases.
- The Sheriff will exercise statutory authority to furlough incarcerated persons who are deemed “medical high risk”

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General Action Items

- All non-essential employees will work from home.
- All non-essential employees are granted virtual access (VPN) to ensure agency operations are not interrupted.
- All essential employees (public safety positions) will be required to report for duty.
- All Civil Warrant Officers have been ordered to suspend ALL evictions.
- All essential employees assigned to high risk areas have access to: TYVEK suits, N95 Mask, Eye Goggles, PF Medical Grade gloves and Purrell Sanitizing Wipes.
- All volunteer services and programming will be cancelled.
- Commissary vendor services will not be affected.
- Professional in-person visits (attorneys and judicial representatives) will be authorized. Video Attorney Visits usage is highly encouraged.

General Correction's Action Items

- Initiate Deliberate Sanitation Plan and incorporate specialized cleaning solvents. See attached SDS/product information.
- All new arrestees have a pre-screening/temperature check prior to assuming custody at intake. This function will be managed by the intake nurses.
- Specific units have been identified and prepared for any presumptive/symptomatic cases.
- All incarcerated in- persons visitations will be cancelled. Only video visitation will be authorized.
- All incarcerated person will receive two FREE 5-min phone calls via contracted phone vendor.
- All incarcerated food service workers are screened and have a pre-temperature check prior to entering the food service area.
- All incarcerated work programs (work release and community workers) will be cancelled.
- All substance use disorder, behavioral health, an educational programming will not be affected. Group leaders have been ordered to reduce class sizes to adhere to social distancing.
- All weekenders will not be allowed to report to custody, but are credited for reporting.
- The DCSO Healthcare provider (WellPath) has reduced outside appointments via telehealth, telemedicine and tele-psych visits.

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