



MEMO TO: Field Staff

FROM: [REDACTED]
[REDACTED]
[REDACTED]

DATE: March 6, 2020

RE: Plan of Action for Coronavirus
Field Supervision

Plan of Action for Coronavirus

Field Supervision Staff

Educational info to be sent to the field about the Coronavirus

Precautionary measures are to be taken at all times, to include, if possible, maintaining a distance of at least 6 to 10 feet from reentrants, washing hands with soap and water for at least 20 seconds (if soap and water is not readily available, use an alcohol based sanitizer), wearing protective disposable gloves, do not touch face with unwashed hands.

If you are sick, stay home

Office:

- Signs to be posted on Entrance to indicate: If you are sick, do not enter the building. Please contact your Agent via phone or contact below listed number and provide your name (will need to add the office phone number on these signs)

- Limit all office visits
 - Cancel all standing reporting instructions to the office until further notice
 - CON II's, new releases should be only reentrants reporting into the office

- Staff at office
 - All support staff to report to office

- DD/DDD to be in office
- No more than 2 Supervisors in office
- No more than 2 duty Agents in office
- **Precautionary measures:**
 - All visitors/reentrants that report to the office must use hand sanitizer
 - Reentrants that go back to interview rooms must use hand sanitizer again or wash hands with soap and water for at least 20 seconds
 - Do not touch your face with unwashed hands
 - Agents to wear protective gloves during interviews
 - Interview rooms to be wiped down with Clorox wipes after every interview
 - Reception area to be wiped down routinely

Contact requirements

- **Electronic contacts mean phone calls, skype meetings, FaceTime**
 - NOTE: IF REENRANT DOES NOT HAVE THE MEANS TO HAVE THE ABOVE, FACE TO FACE CONTACT IS TO OCCUR
- **Enhanced**
 - 2 face to face, 2 electronic
- **Max contacts:**
 - One face to face for the month, second face to face can be electronic
- **Medium contacts**
 - If reentrant has not tested positive within 90 days, the contact can be electronic. If positive within the 90 days, must be face to face
 - EXCEPTION for above is those cases assigned to below, must be a face to face contact:
 - Sex offenders
 - Mental Health
 - AOD Agent caseload
- **Minimum contacts**
 - All minimum contacts can be electronic
- **Collateral contacts**
 - All collateral contacts can be electronic
- **Urinalysis**
 - Only required for those that tested positive within the last 90 days
 - Agent does have discretion to test as needed

Transports:

- Have offender use sanitizer before getting in car, if feasible
- Agents to wear protective gloves
- If reentrant is showing cold, flu like symptoms, they must call the prison (state or county) to notify them and have reentrant wear a mask
- After transport, Agent to wipe down car, transport gear, handcuffs with Clorox wipes

Home Plans

- Must schedule all home plans in advance
- When scheduling, ask the below questions:
 - Anyone in house recently travelled out of the country
 - Anyone in house experiencing cold, flu like symptoms
 - IF THEY ANSWERED YES TO EITHER ONE, CONTACT YOUR SUPERVISOR

Agents can work remotely from anywhere within the district

NOTE: This is an opportunity to conduct longer, quality contacts using EPICS and other interview techniques where we you should take the time to discuss numerous issues. Case notes should be detailed and thorough