

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

UNITED STATES OF AMERICA)

v.)

Criminal No. 17-183

DONNELL WARREN)

SUPPLEMENT TO MOTION FOR DETENTION HEARING

Defendant, Donnell Warren, by his counsel, Assistant Federal Public Defender Linda E.J. Cohn, respectfully files this Supplement to his Motion for Detention Hearing, attaching several exhibits counsel plans to introduce at the hearing scheduled for April 7, 2020.

The attached exhibits are:

- A. Allegheny County Jail's Emergency Preparedness Plan for COVID-19;
- B. Allegheny County Bureau of Corrections' Housekeeping and Hygiene Policy; and
- C. Allegheny County Bureau of Corrections' Inmate Worker Guidelines.

Undersigned counsel expects to introduce the enclosed exhibits at the detention hearing scheduled for April 7, 2020, and submits them here for review by the Court and counsel for the government.

Respectfully submitted,

/s/ Linda E.J. Cohn

Linda E. J. Cohn

Assistant Federal Public Defender

COUNTY OF



ALLEGHENY

TO: Orlando L. Harper, Warden

**FROM: Administrative Team: Chief Deputy Wardens, Deputy Warden, and Majors
Dr. Donald Stechschulte, Jr. Medical Director
Lauren Bach, Infectious Disease Coordinator
Robyn Smith, Healthcare Staffing Educator
Assistant Director's of Nursing**

DATE: March 30, 2020

RE: Continuing of Operations Plan: COVID-19 (Updated)

SITUATION

COVID-19, Coronavirus disease 2019 is a novel (new) coronavirus that was first identified in Wuhan, China. The virus is believed to be spread from person-to person through respiratory droplets that are transferred through close contact. Typically, close contact is defined as within 6 feet. Disease transfer is believed to occur when an individual who is infected coughs or sneezes and a well person inhales the respiratory droplets. It is believed that indirect contact may occur when a surface or object has the virus and a well individual touches their mouth, nose, or eyes.

No vaccine or specific treatment for COVID-19 is currently available. Care is supportive for symptom reduction, elimination, or management. Reported illnesses have ranged from mild to severe, including illness resulting in death. Individuals who have travelled to places where the virus is occurring, or areas that are defined as having community spread, are at the most risk for contracting COVID-19. Patients with COVID-19 experience a respiratory illness (ranging from mild to severe) and symptoms include: fever, cough, and shortness of breath.

The threat of disease spread can be dramatically reduced by ensuring that employees/volunteers who are ill seek treatment and stay home, employ the use of appropriate hand hygiene, reduce or eliminate hand shaking contact, cover coughs/sneezes with the use of tissues or redirection of coughs and sneezes into elbows or sleeves, and routinely cleaning surface areas and frequently touched objects. As influenza is still active, it is important for general hygiene practices to be maintained and for individuals who feel sick to seek guidance and treatment from their healthcare professionals.

Much is to be learned about this new virus and updates will continue to be provided by the Center for Disease control and communicated to Federal, State, and Local Departments for dissemination through the appropriate designees. The Allegheny County Jail will continue to collaborate and coordinate with other County departments, to include the Health Department, to reduce the impact of disease spread.



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Exhibit A

MISSION

The Allegheny County Jail will work to effectively reduce or mitigate the spread of illness throughout the facility. The Allegheny County Jail will ensure that all precautions are taken appropriately and that the health, safety, and security of all inmates, volunteers, and employees will remain the primary focus throughout planning and response periods.

This emergency preparedness plan will involve communication and collaboration with multiple county departments, to include, but not limited to: Allegheny County Health Department, Allegheny County Sheriff's Department, Allegheny County Emergency Medicine Services, Alternative Housing Departments, Allegheny Health Network, and Allegheny County Courts.

Additionally, the Allegheny County Jail will ensure that all individuals who are placed into our custody are afforded every available service to involve medical treatment if necessary, dietary needs when applicable, safe and secure processing from arraignment to release or incarceration, in accordance with all applicable laws, and ACJ policies and procedures.

EXECUTION

Throughout the facility, signage has been posted to increase awareness and educate on appropriate hand washing/hand hygiene as well as the signs/symptoms of COVID-19. Signs will notify that coughs and sneezes should be redirected into elbow or sleeve, hands shall be washed frequently with soap and water for at least 20 seconds, avoid touching face when possible and to clean surfaces frequently.

Appropriately diluted cleaning agents will be deployed to all areas of the facility (solution will be made with bleach). To clean surface areas, the area shall be saturated with the cleaning agent and will remain on the surface for 5 minutes to air dry. Areas, such as phones, should be saturated with the cleaning agent and wiped to allow for cleaning of all areas, should be permitted to air dry.

Employees will be reminded that if they are sick, they should seek medical treatment and follow the recommendations of their provider.

Personal Protective Equipment (PPE) will be made available to inmates and staff, as deemed appropriate. Authorized PPE may include surgical/procedural masks, goggles, N95 masks, gowns, and protective disposable gloves.

Increased availability of fluids (i.e. water) shall be made available to housing units where individuals are symptomatic.

Inmates will be screened upon entry to the facility and heightened attention will be given to those on the intake housing units.

Continuous contact and communication will occur with Jail Administration, Medical Director, and Allegheny County Health Department. All recommendations will be followed to prevent an outbreak within the facility.



As treatment, testing, or vaccinations become available, a coordinated plan will be developed and executed to reduce further spread of illness.

Changes in operations will be ongoing as more information becomes available and as the risk level of Allegheny County shall change (increase).

If any staff member, regardless of their department, is concerned about an inmate or other staff member having symptoms of respiratory illness, these should be immediately reportable to the ADON and/or Shift Commander. This will help ensure a more thorough surveillance of potential infection throughout the entire building. Our inmate population can be immediately seen by the healthcare department upon suspicion or presentation of symptoms. Reporting of another staff member to the Shift Commander and/or the ADON can help ensure potentially infectious staff members are sent home; appropriate cleaning procedures and contact tracing can also be conducted. These actions and heightened awareness and communication is vital to the health and safety of every individual who works or lives within the institutional walls.

EMPLOYEE SCREENING

Effective, Saturday 3/28/20, all employees (county and contracted) will be required to participate in screening in the Employee Entrance Vestibule.

Screening Procedure

Healthcare employees or a Contracted vendor will take the employee's temperature (temporal, tympanic, and oral thermometers available) while observing any visible symptoms and inquiring about the individual's recent travel, symptoms, and contact with others.

Questions asked:

1. Have you travelled outside of Pittsburgh within the past two (2) weeks?
2. Have you had any contact with anyone displaying symptoms of COVID-19?
3. Have you experienced any symptoms of COVID-19? (shortness of breath, cough, temperature, loss of smell, loss of taste)

If an employee has a temperature that is at or above 99.5 degrees Fahrenheit, they will be required to wait and have their temperature taken again in 3-5 minutes. The determination of 99.5 degrees is to account for 0.5 degree of variability with the thermometer as the Health Department currently recommends for precautions to be taken at 100.0 degrees Fahrenheit.

While waiting for the second temperature, the employee will be asked additional questions to include:

1. Have you noticed a temperature before we took yours today?
2. Have you been around anyone who has displayed symptoms of shortness of breath, coughing, loss of smell/taste, temperature within the last 14 days?
3. Have you had any known contact with anyone diagnosed with COVID-19?
4. Have you recently been around anybody known to be diagnosed with the flu or a different respiratory condition?



If the second temperature reading is at or above 99.5 degrees Fahrenheit, the employee will not be permitted to work for that day. The employee will be advised to contact UPMC Work Partners to open a leave of absence and site an Administrative Leave due to their positive screen.

The COVID-19 Employee Screening form will be completed, in its entirety, and submitted to supervisory staff. The supervisor will make adjustments to the schedule to reflect this employee's absence and will forward the form appropriately. This form will be submitted to Payroll to ensure that the documentation accounts for their date of missed work.

If the employee does not develop symptoms, they are permitted to return to work on their next scheduled day. If the employee does develop symptoms, they should make notification to HR/Administration and should be directed to reach out to their Healthcare Provider for testing. Testing can also be arranged through the Allegheny County Health Department.

NEW ARRESTS/ADMISSIONS TO ALLEGHENY COUNTY JAIL

Healthcare Screening: Intake

At time of medical clearance, vitals will be taken of every incoming new arrest/detainee. All individuals will be screened with the following questions:

1. Does patient have fever? Yes or No
2. Does patient report any symptoms of upper or lower respiratory infection (cough, chest pain, shortness of breath)? Yes or No
3. Does patient report recent travel to, or contact with a person who has traveled to, a known affected area within the last 14 days? Yes or No
4. Does patient report contact with known laboratory confirmed case of COVID-19? Yes or No

Individuals who have a fever (based on vital signs) and answer yes to 2 or more of the proceeding questions shall be given a mask and placed in a single cell. Areas of travel will be documented within the progress notes and immediate notification to the Healthcare Manager on Duty. These individuals may be tested to determine if they have influenza. These individuals will be recognized as "additional precautions" and will also be prioritized for receiving screening to determine if there are any underlying medical conditions that may place them at a higher risk. Upon completion of all screens/assessments, healthcare staff shall wipe down all surface areas that the individual contacted (to include signature pad).

Healthcare professionals shall probe for more information when someone provides an affirmative response to the travel questionnaire. Additional questions shall be asked to assist in the identification of risk:

1. Was recent travel foreign or domestic?
2. Was there travel by airplane, vehicle, or train?
3. Were they in close contact (defined as within 6 feet) of someone who was demonstrating respiratory symptoms?
4. Do they have a fever or atypical vital signs and how long have you had these symptoms?
5. Have they been around someone who was diagnosed with a respiratory infection, influenza, or any other known illness that is NOT COVID-19?
6. Have they been around someone diagnosed with COVID-19 and where were they tested/diagnosed?



The intake supervisor will be informed of the individual's identity and the need for additional precautions at this time. The intake supervisor shall make notification to the ID department and Pre-trial services to ensure that the staff will exercise additional precautions.

The "at-risk" individual shall be placed in a holding cell alone or with other symptomatic individuals if space does not allow for single cell housing.

The Healthcare On-Site Manager (Assistant Director of Nursing or Healthcare Director) shall be notified when there are individuals who could be presumptive cases or persons under investigation. The provider will complete an assessment of the individual and the individual will be isolated in a holding cell. If clinical symptoms indicate a necessity to pursue testing, the health department will be consulted to determine if testing should be completed by calling [REDACTED]. The provider will review and complete the Human Infection with 2019 Novel Coronavirus Person Under Investigation (PUI) and Case Report Form. The provider will obtain the specimen as indicated by the PA Department of Health Coronavirus 2019 (COVID-19) Specimen Collection and Shipping Guidance form while wearing all approved PPE. The specimen shall be placed in a biohazard specimen bag and will be placed on ice until it is picked up for laboratory testing.

Individuals shall be encouraged to consume fluids and rest. Individuals who have medical conditions that may increase their risk of dehydration (i.e. detoxification) shall be provided with frequent offerings of beverages.

Intake holding cells have had soap dispensers added to allow for frequent hand washing of new arrests.

Housing in Intake

Female Holding Cells:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]

**Special precautions shall be taken with females who are pregnant. These individuals shall be prioritized through all screening processes to reduce/limit exposure.*

Male Holding Cells:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]
6. [REDACTED]
7. [REDACTED]
8. [REDACTED]

In order to mitigate risk and disease spread, healthcare and correctional staff will work to promptly process all individuals (per procedures) to reduce the requirement of shared spaces by large volumes of individuals.



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Frequent cleaning of the cells and all surface areas (to include dayroom chairs in processing) will occur, on each shift, in intake.

Healthcare Screening: Sick Call

Healthcare staff shall be educated on the signs/symptoms of COVID-19 to provide ongoing education to the patient population.

Providers (mid-levels and physicians) will increase their engagement on the intake housing units to work to mitigate any disease spread and determine if individuals are presenting increased symptoms on the intake housing units so additional measures can be implemented to reduce disease spread.

During, any non-emergent healthcare interaction, an augmented form will accompany the healthcare employee to assess for evidence of fever (e.g., sweating, clammy skin, chills), upper respiratory complaints (ruling out history of smoking, asthma, seasonal allergies, other conditions that cause respiratory conditions), loss of smell or taste, recent travel to an area impacted by COVID-19, and/or recent contact with someone who is known to have been diagnosed with COVID-19.

The Healthcare On-Site Manager (Assistant Director of Nursing or Healthcare Director) shall be notified when there are individuals who could be presumptive cases.

Medication Pass

Medication pass will continue to be conducted on the general population housing units in the designated area (pantry). Inmates will be released per the institution's break in/break out procedures for administration of medications.

During medication pass, all inmates will be instructed to bring their own cups to medication line to eliminate or reduce the risk of transfer of property.

If an individual is on isolation precautions, the nurse will administer medications at the cell in a prepared envelope of medications. Healthcare staff will utilize the appropriate PPE during the interaction.

Medication Delivery (Kane Pharmacy)

Medication deliveries will be provided [REDACTED] to ensure that there are timely releases of inmates from the facility. Medication delivery will be provided in labelled paper bags and must be transitioned from the Kane Delivery Drive to a Healthcare Staff member (Medication Room Technician or other authorized individual).

Medication returns, for destruction, will no longer be accepted. Medications will be destroyed, on-site, per policies and procedures of the institution. Controlled substances will be witnessed during destruction and all destruction will be documented accordingly.

Dental

Following recommendations from the American Dental Association and the Allegheny County Health Department, non-emergent dental services and procedures will be delayed. Essential dental services will



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continue to be provided. The contracted dental provider will continue to follow all appropriate measures of infection control.

Clinic Services

In order to reduce movement and communal settings for inmates from varying housing settings, the clinic will be closed except for necessary populations (e.g. pregnant females and radiology). Healthcare staff will be deployed to housing units to perform non-emergency healthcare requests, provider visits, or assist in other locations of the facility that have critical staffing needs.

Reducing Movement

When possible, individuals will remain on their housing units to receive services. If individuals within Allegheny County were to be diagnosed with COVID-19, determinations would be made to reduce movement in the facility to emergent movement.

NON-ESSENTIAL SERVICES

With additional direction from community stakeholders, it has been determined that the most responsible decision to reduce the risk of community spread will be to temporarily suspend non-essential services in the facility and restrict the number of individuals entering/exiting the facility. Due to these recommendations, classes in the education department, Reentry, large gyms, and housing units shall be suspended.

Further action plans for respective departments of "non-essential" services are defined below.

Education Services/Inmate Programs

In collaboration with the Allegheny Intermediate Unit (A.I.U.) leadership, contingency plans have been developed. A.I.U. Juvenile and Adult Education programs have developed education packets for weekly distribution to inmates to encourage ongoing learning and continued operations.

Education material for both Juvenile and Adult Education Programs will be stored in a Central Location [REDACTED] [REDACTED] will be designated for emergency only). Material will be in manila folders labeled with each individual inmate's name.

Distribution of educational materials will be done by the Inmate Programs Administrator, Correctional Officer, or designee. Distribution time will be determined based on the ACJ procedure of who would be permitted to enter the housing units.

Additional outreach is occurring with contracted service providers and volunteers (i.e. Batterer's Intervention Program, Creative Writing, Veteran's Pod, Father's Support Group, and AA/NA) to develop course material on paper. The inmate participate would have to turn completed work at a designated time to receive credit.

Petey Greene mentors are also currently suspended from providing services within the facility.

Religious Services

Volunteers will be suspended until professional visits resume. Communal practice of religious services will be temporarily suspended. In collaboration with the Chaplaincy department, a reduced schedule will be developed



to allow for staff to provide religious support while reducing or mitigating the risk of any potential for disease spread. Materials necessary for religious observation will be provided to allow for the continued opportunity for inmates to privately observe their religious practices.

Chaplaincy Programs [REDACTED] and will continue to facilitate the following services: answering inmate requests for devotionals and scriptures, providing weekly devotional resources to the housing units, visiting inmates upon referrals, providing notice and support during death notifications or notifications of serious illness of their loved ones, responding to emergent needs for spiritual counseling, supplying reading glasses, and supplying leisure material (i.e. crossword puzzles, word searches, books).

HOPE/Pre-Release Program

Volunteers (therapists, yoga instructors, Bible study leaders, etc.) will be suspended until professional visits resume. HOPE/Pre-Release permanent staff will also complete curriculum and resource development from remote/off-site locations to reduce introduction of disease on the housing unit.

Re-Entry Services

Instructors, mentors, therapists, tutors, etc. will be suspended until professional visits resume. Contracted service providers (Parenting, Relationships, Thinking for Change, etc.) will develop and provide 1-2 week packets for distribution to the participating population.

Visitation

Contact visits are suspended until further notice. Ongoing conversations will take place to establish next steps for contact visits that are currently under court order.

Beginning Monday, March 16, 2020 and for the following two weeks, all social visits (even non-contact) will be suspended until further notice.

Visiting (M) levels have had paper towel dispensers installed and will have appropriately diluted solution (bleach) available for ongoing cleaning to take place.

Attorney visits will continue, as indicated. Additional considerations will be made to determine the feasibility/sustainability of video conferencing for visits.

Commissary Services

Staff employed by the Commissary vendor (TKC Holdings Inc.) shall ensure that they are briefed in their organizations COVID-19 Emergency Action Plan and all updates to their plan will be communicated to the Administration of the Allegheny County Jail.

Continued delivery of services will be permitted at the discretion of the Jail Administration. To observe recommendations for reduced contact and social distancing, contracted commissary employees will not count items with the inmate. Instead, the items will be packaged and provided in a bag to the inmate who will sign for receiving their order. Inmates who are unwilling to accept their order in this manner will not receive their items and will be credited for their order.



COURTS/TRANSFERS/LEGAL SERVICES/RELEASES

Per order of President Judge Kimberly Clark, the Court of Common Pleas of Allegheny County, Fifth Judicial District, invoked an order consistent with the Supreme Court of Pennsylvania to outline emergency operations from March 17-April 14, 2020. The order outlines the operations of the courts throughout this time period and will be expressly supported and followed by the Allegheny County Jail.

Excluding emergent circumstances, all inmates will be screened prior to their transfer off-site with any transporting agency. A "COVID-19 Transfer/Release Screening Form" will be completed to include the Name, Inmate Number, Date of Birth, Date of Completion, Temperature reading 1, Temperature reading 2, Indication of Respiratory Symptoms, Indications for Precautions, and the name of the Healthcare professional that completes the screening. This form will be scanned into their Electronic Health Record and a copy will be provided to the transporting agency.

Receiving Transfers from Other Facilities (County, State, and Federal)

Any information relevant to the population shall be coordinated with all points of contact at each facility. When transferring individuals from our facility to others, relevant screening information and health transfer sheets shall be sent to coordinate care.

Additional precautions shall be taken when receiving individuals from facilities where diagnoses have occurred.

Court Movement

Court movement will continue to follow all appropriate procedures. When possible, video conferencing will be utilized to limit the movement of individuals. If an individual is currently on precautionary/quarantine status, Pretrial services and the Judge will be notified to make determinations regarding their case. Sheriff's shall report any potential signs of illness during transports.

Video Arraignment

Until further notice, video arraignment will continue to follow their previously determined schedule with cooperation from multiple jurisdictions. If there is stakeholder interest in expanding services to accommodate video conferencing, the hours of operation will be modified to support these initiatives.

The video complex currently has ■ different video conferencing stations with ■ chairs capable of serving inmates. The chairs will be moved to comply with social distancing recommendations by spacing chairs apart by several feet.

To support ongoing violation hearings, the hearing officer can video conference from the ■ and the Probation Officers can be contacted via phone.

Should transfers to the courthouse discontinue, continued operations of video arraignment will be determined based on the indicated demand of services.



Transfers to Alternative Housing Sites (Renewal, Inc. and The Program for Offenders)

Beginning 3/13/20, transfers to alternative housing sites will cease to assist in their management of the population and decrease the incidence of disease spread. Each Alternative Housing provider will activate their continuing of operations plans and will provide those plans to the Administration at the Allegheny County Jail.

Permanent Releases from the Facility

Allegheny County Criminal Justice Representatives (Office of the Public Defender, Pre-Trial Services, District Attorney's Office, etc.) shall continue to review the current incarcerated population to determine if any non-violent offenders are eligible for release.

Discharge and Release processes will continue to be sustained throughout this time period and will be reducing the hours of operation to sustain services between 8:30am-5:00pm Sunday-Saturday. Services will continue to include offering Narcan, providing resources/referrals, facilitating phone calls, and providing bus tickets. All inmates who are prescribed medications will leave with the appropriate amount of medications and scripts (when applicable). During the additional evening hours, the Intake Supervisory staff will be prepared to provide vouchers for public transportation use.

The Cashier's Office will also work with reduced hours. If individuals are released outside of hours, coordination will be made to ensure that they receive the money from their accounts in accordance with policy and procedure.

Transfers to the Hospital

Any urgent or emergent medical needs that exceed the level of care that can be provided on-site will be referred to an appropriate off-site treatment provider. Excluding emergent trips, a transfer screening will be completed to accompany the inmate. The receiving provider will also be notified, prior to receiving the inmate, of any risk factors or persons under investigation to appropriately prepare for the new admission.

In emergent transports, when 911 is called, the dispatcher must be informed if the patient has symptoms of COVID-19. This notification will allow the responders to ensure the utilization of the appropriate PPE for the transport and will also make additional notification to the receiving hospital.

In collaboration with our institutional medical partner, Allegheny Health Network (AHN) has requested that procedures be limited to emergent or planned medically urgent at all of their AHN sites. AHN has requested a cancellation or postponement of *elective and not medically urgent* procedures.

AHN has defined *elective and not medically urgent* to include: screening endoscopy, elective arthroplasty, neurologically intact spine surgery, outpatient arthroscopy, delayed breast reconstruction, ostomy reversals, aesthetic surgery, reducible hernias, elective SVT ablations US guided thyroid biopsies, joint injections/arthrograms.

AHN has defined *planned medically urgent* to include: cancer surgery, interventional cardiac catheterization, fractures, acute infections, cholecystitis, appendicitis, CABGs, tendon/nerve injuries, tracheostomies, other procedures that will facilitate patient disposition.



AHN has defined *emergent* to include, but not limited to: open fractures, limb ischemia, intracranial hemorrhage, penetrating trauma, bowel perforation/ischemia, bleeding, neurologically-compromised spine surgery.

TREATMENT

Incarcerated individuals who can be managed on-site will be encouraged to rest and drink fluids. Individuals will remain locked in their cells and separated from the general population. Medicines will be provided, at the discretion of the healthcare providers, to address their symptoms (i.e. acetaminophen for fever reduction). Monitoring and treatment determinations will be made by the authorized healthcare providers.

If an individual is diagnosed with COVID-19, medication pass will be conducted at their cell door. Healthcare professionals and correctional staff should utilize precautions and wash hands after contact with individuals who are sick.

If the incarcerated individual's illness and symptoms are too severe, warranting a higher level of care, transfer will be coordinated with one of the local hospitals for admission. At time of transport, the inmate shall be provided with a surgical/procedure mask and transporting staff will be provided with N95 masks. All healthcare and correctional staff shall utilize disposable gloves.

DIETARY

Staff employed by the Dietary vendor (TKC Holdings Inc.) shall ensure that they are briefed in their organizations COVID-19 Emergency Action Plan and all updates to their plan will be communicated to the Administration of the Allegheny County Jail.

Dietary vendor will ensure that frequent cleaning occurs throughout the kitchen area and will avoid contact with food. All inmate workers will continue to utilize appropriate protective measures. Dietary vendor will ensure compliance to all indicated measures to promote food safety.

To reduce exposure from the inmate population to staff, Trinity Take Out (TTO) will be discontinued until further notice.

Inmates who are on precautionary or isolation status will be provided their food in a disposable container.

ENVIRONMENTAL CLEANING

Authorized cleaning agents will be deployed to Employee Lounge/ODR, Control Booth, Shift Commander's Office, Education Department, Chaplaincy Department, Discharge and Release Center, and other areas that employees frequently occupy. Employees shall be responsible for ensuring that they maintain cleaning within their designated areas.

ENVIRONMENTAL CLEANING: VISTING LOBBY/FAMILY ACTIVITY CENTER



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The following considerations are applicable for the duration of time that visits are still operational (social, professional, legal). When visits are discontinued in full, cleaning will continue with less frequency.

The Visiting lobby will continue to be cleaned by the assigned inmate work crew (i.e. Street Gang inmates) who have been trained in cleaning procedures. The following areas will receive additional attention:

The restrooms utilized by Visitors will be cleaned prior to visits being started, during count times, or other times as designated. The sinks will be wiped down with an authorized cleaning agent, all toilets will be flushed, all trash containers will be emptied, toilet paper will be re-supplied, and papertowels will be made available. Any soap dispensers will be filled.

The Family Activity Center area will be cleaned daily.

The door handles going to the elevators will be cleaned after all visits.

ENVIRONMENTAL CLEANING: VISITING/MEZZANINE/HOUSING LEVELS

Sanitization efforts will be routine and consistently occurring on each shift.

Hallway workers will wipe down the door handles of the various outside Pod access doors hourly or as directed by the assigned Correctional Officer using the provided cleaning agent.

Officer stations located on the Levels will have those items and equipment that is physically utilized by the assigned Officers wiped down as necessary using provided cleaning agent. The spray bottle containing the provided cleaning agent will be secured in the level supply closet when not in use.

Additional cleaning supplies will be provided to level 5 due to the operational tempo because of the use of the video conference center, and the increased level of anticipated use.

The daily routine of filling the hand cleansing dispensers will continue, with periodic follow up to ensure that the dispenser is filled for use by Visitors.

The visiting levels have had additional paper towel dispensers installed and will be outfitted with access to authorized cleaning agents. The Officer shall monitor the status of supplies and notify supervisory staff of any needs. Visitors shall be encouraged to utilize cleaning supplies for the visiting phones.

The M levels will be cleaned daily by sweeping and mopping by an assigned inmate cleaning detail supervised by assigned Correctional Officers. The door handles to the visiting booths will be cleaned as necessary.

ENVIRONMENTAL CLEANING: HOUSING UNITS

Cleaning supplies will be routinely deployed to the housing units for cleaning of all shared areas and cells. Regular environmental cleaning is encouraged to reduce the risk of respiratory illness transmission, as several



of these pathogens can live on surfaces for extended periods of time. EPA-approved disinfectants should kill enveloped viruses and have coverage for emerging viral pathogens.

The Correctional Officers assigned duties on the housing unit, or other designated areas, will ensure that inmates assigned cleaning duties will be responsible for the general housing areas, common areas, dayroom space, pod furniture, and other areas as designated. The inmates will be supervised while utilizing the authorized cleaning agents/chemicals. Sweeping, mopping, cleaning, wiping, and collection of trash/garbage shall be designated by the Correctional officer.

Sinks

All sinks in the Housing Unit Pantry will be cleaned after every meal serving. Sinks will not contain standing water when not being used for cleaning items and sinks will not be left running. If necessary, a work order will be submitted to correct any plumbing issues. Particular attention shall be given to the faucet handles and other areas that are "high volume" in touch.

Showers

All shower stalls will be cleaned utilizing all designated cleaning agents after every general use. The Shower cleaning detail will be used during all lock ins and count times (once the count is cleared) when the showers are not in general use.

Housing Unit Floors

The pod floors will be swept and mopped after every meal and once the pod is locked in after recreation period. The pantry floor will be swept and mopped after every meal period. The sally port floor will also be swept and mopped routinely due to the nature of a high traffic area.

Housing Unit Furniture

All pod furniture, to include tables and chairs, will be cleaned at a minimum of once a shift and after every meal period. All table tops will be cleaned using disinfectant after every meal period, and the pod chairs will be wiped down with disinfectant being utilized on the arm area of the chair, ensure that the surface areas of tables are dry before use.

Law Library/Commissary Kiosk(s)

Kiosks, stools, and tables will be cleaned after every use with authorized cleaning supplies.

Inmate Phones

Due to the proximity of phones to an inmate's mouth and the higher risk of disease spread, additional attention shall be given to the inmate phones for calls and non-contact visits.

Trash Receptacles

All trash receptacles will be emptied per policy or as necessary. For example, receptacles shall not be more than half full at all times. Trash receptacles will be covered, when applicable. Trash receptacles shall not include any biohazardous waste materials.



Biohazardous Waste

Biohazardous waste will be collected in the appropriately indicated waste bags and bins. These areas will be monitored by healthcare staff and will be emptied routinely. When emptied, the bags will be appropriately secured in the Biohazard room. If needed, the contracted company will be contacted to schedule more frequent pick ups for removal of waste.

Stairs and Second Tiers

The second level tiers will be swept and mopped every shift and the stairs will be cleaned by wiping giving special attention to the area immediately under the first 4 steps. The railings of the stairs and second level tiers will be disinfected during count times by the Pod workers.

Supply Closet

The supply closet will be cleaned at least once per shift, with all cleaning equipment being returned to the closet for accountability purposes in accordance with current policy when equipment is not in use. All paper towels or other cleaning impliments will be stored and issued from the supply closet by the Pod Officer as needed for cleaning purposes. All cleaning chemicals/agents will be accounted for and stored in the closet per policy.

Inmate Cells

All inmates will be held accountable for their assigned cell. Inmates will be required to conduct cell cleaning with special attention to the following areas:

Toilets

All toilets will be clean and flushed, i.e. there should be no toilet paper, feces, or other items in the toilet bowl.

Cell Sinks

Sinks will be clean and free of standing water. Pod Officers will submit a work order as soon as possible, after verifying, for sinks that are not operable.

Cell Floors

Cell floors will be swept and mopped per institutional cell cleaning policy. There will be no blankets used as rugs (exception will be a prayer rug). All items will be neatly stored under the bunk in the inmate's individual storage container (bin). Footwear will be placed neatly under the bunk. When the bed is not in use, the issued blankets will be folded and placed on the mattress.

Cell Walls

Cell walls will be clean and free of pictures and clothes lines.

Cell Table/Stool

Table surfaces will be clean and any items on the table will be placed in a neat and orderly fashion.

Trash

Any trash in the cell will be located by the cell door and will be taken by the inmate to one of the trash receptacles on the pod when able.



ENVIRONMENTAL CLEANING: GROUND LEVEL/INTAKE

Intake workers will be tasked with the continuous cleaning of all commonly touched areas in our Intake Department to include, but not limited to: phones, door handles, walls, and counter tops. When a cell is vacant, an inmate worker will clean the cell (wiping down walls, bunks, sinks, inside/outside of doors, and toilets). At no time should the same rag be utilized to clean all areas simultaneously. This work is also to include the continuous sweeping and mopping of floors. As an extra precaution, inmate workers will be provided with Kaivac machines on the weekends for thorough cleaning of cells when vacated.

In addition to the holding cells, Intake, Processing, Pre-Arrestment, Supply, Laundry, Tool Room, and Kitchen shall be frequently monitored and cleaned.

Supply

Correctional Officers assigned to supply/tool room will be responsible for disinfecting all utilized tools and frequently touched surface areas with the approved cleaning agent. The Officer(s) assigned will be responsible for the direct supervision of inmates who will also be engaging in cleaning (sweeping, mopping, disinfecting).

Kitchen

The contracted dietary provider, inmate workers, and Correctional Officers will continue to follow all hygiene guidelines in accordance with policies and procedures as well as the Health Department for cleanliness and food preparation. All individuals who have contact with food will continue to wear the appropriate gloves/barriers/hairnets when handling food products and will frequently sanitize and clean their areas.

Inmate workers who are displaying symptoms of respiratory illness shall not be permitted to work and shall be evaluated by the healthcare department.

After 2000 hours, the final daily cleaning of the kitchen will be completed by remaining inmate kitchen workers. All surface areas will be cleaned with the authorized cleaning agent and all sinks/receptacles will be free of standing water.

Additional cleaning supplies will be deployed to accomplish these objectives and will be managed/controlled by the correctional officers and Intake supervisors.

ENVIRONMENTAL CLEANING: ELEVATORS

Every hour central control will direct the elevators to ground level for cleaning. Kitchen/Ground floor officers will utilize inmate workers to clean the elevators with the authorized cleaning agents to include the following considerations: ensuring all cars are free of debris, sanitizing hand rails, sanitizing the elevator control panel, and ensuring that the floor is sprayed with the cleaning agent.



ENVIRONMENTAL CLEANING: EMPLOYEE ENTRANCE

Nightly, the 1M cleaning crew shall conduct a thorough cleaning of the employee entrance, to include the employee entrance elevator and stairwell. Due to this being a high volume/traffic area, the employee entrance Sergeant shall ensure thorough cleaning of this area to include the entrance desk, doors, railings, lockers, bins, and any other applicable surface area.

ENVIRONMENTAL CLEANING: RESTRAINTS

After the use of handcuffs, leg irons, waist chains, and/or restraint chairs, the tools will be thoroughly cleaned and sanitized with an authorized agent before they are utilized with another contact/inmate.

If therapeutic restraints are indicated, these must be sanitized before use with another contact/inmate.

Spit masks will be disposed after use.

INMATE PHONE CALLS

With support from Global Tel*Link (GTL), beginning Thursday, March 19 through April 14, 2020 every inmate who is eligible for phone calls (not currently on restrictions) will have access to 1 free minute phone call each day. No credit is given for unused phone calls. Each housing unit will have a sign posted to indicate the process for the phone calls

INMATE HYGIENE

All inmates will be required to meet personal hygiene needs daily. All inmates will be required to shower at a minimum of 3 times per week. Soap will be issued to all inmates by the assigned Correctional Officer for frequent hand washing in cells. Correctional Officers will notify their respective Unit Managers of any issues at is relates to potential hygiene issues with any inmates assigned to their housing unit.

INMATE RECREATION

To comply with recommendations to reduce groups larger than 10, considerations will be made for intake housing units to reduce the interaction between individuals who may require additional screening.

POPULATION MANAGEMENT

With a reduced population, considerations will be made for the most appropriate management of the population. If housing units are temporarily closed, these units may be designated as units to house "sick" individuals in the future to ensure mitigation of disease spread.



SUPPLIES

Every housing unit shall be appropriately supplied with bars of soap to increase hand washing and hand hygiene. Every housing unit will be provided with access to the authorized cleaning agent for environmental cleaning on all shifts as detailed in previous sections of this plan.

Ongoing assessments will be made to ensure that there is available PPE.

Each housing unit should report if the hand sanitizer station is emptied. High volume areas (i.e. outside of elevators, entrances) shall be routinely assessed to determine if hand sanitizer stations need refilled.

Rationing of necessary supplies will be evaluated on an ongoing basis to ensure that all inmates are provided with supplies related to basic hygiene needs.

NOTIFICATION TO HEALTH DEPARTMENT

If the Allegheny County Jail has a suspected case, the healthcare manager on duty will notify the Medical Director. The Medical Director will make notification to the Chief Deputy Warden of Healthcare Services. The PA Department of Health will be contacted (1-877-PA-HEALTH) and local contacts will be made for Department of Health employees via their notification protocols and procedures.

Additional notifications will be made through appropriate utilization of the chain of command.

SPECIMEN TESTING

The established COVID-19 Testing Work Flow shall be utilized. All recommendations for specimen testing, via the PA Department of Health (DOH) and Bureau of Laboratories (BOL) shall be followed for collection and shipping guidelines. Testing will only be conducted with the explicit permission and coordination with the Allegheny County Health Department.

Healthcare personnel collecting samples from potentially infectious patients should follow standard precautions and all pertinent biosafety guidelines.

When positive screens are received for patients, recommended contact studies will be completed to determine if there are any other individuals who should have precautionary and isolation measures completed to mitigate further disease spread.

Positive inmate screens will be reported to Tom Greishaw with the PA Department of Corrections, excluding any identifiers, to provide incidence rates for each County Correctional Institution.

EMPLOYEE ILLNESS/STAFFING LEVELS

Employees who are ill should seek treatment and follow the recommendations of their healthcare provider.



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As a correctional agency, safe and secure operations will remain the primary focus. Because compromised staffing could be a threat to secure operations, staffing levels will be monitored continuously.

[REDACTED]

Staffing levels and assignments of staff will be assessed, each shift, daily. Staffing levels will determine operational tempo.

Administrative staff will brief all necessary individuals daily to include the status of operations. Shift Commanders and Healthcare Managers (Assistant Director's of Nursing) will review the following shifts schedules and prepare for any necessary changes.

Non-Essential Employees

The following departments will be evaluated to determine if there is an opportunity for fewer employees to report to the facility and conduct their work from home via remote access:

- Casework
- Alternative Housing
- Reentry Services
- HOPE/Chaplaincy
- Diversion
- Administrative Services
- Education/Inmate Programs

Employee Quarantine

If, at the explicit direction of a qualified healthcare provider, an employee is under isolation or quarantine procedures because of potential exposure to COVID-19, the employee will send notification to Jail Administration. They will provide any relevant information necessary for follow up. The Allegheny County Health Department will be contacted by Jail Administrative staff to confirm and identify any additional steps (to include a possible review of recent work assignment and contact).

To support employees during this pandemic period, Allegheny County is encouraging employees who are sick to stay home instead of reporting to work. The county has issued a temporary 14-day quarantine/incubation paid leave policy and requires the following actions to be taken to ensure the employee is eligible without utilization of their earned benefit time.

Employees eligible for this leave of absence must qualify with one of the following criteria:

1. The employee has tested positive for COVID-19;
2. The employee has been directed by a health care provider to self-quarantine because s/he is awaiting test results; or



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3. The employee has underlying health concerns that may be impacted by the virus, and is being advised by his/her health care provider to self-quarantine

Employees must follow their call off procedures and also contact UPMC WorkPartners to open a leave of absence under the county's temporary 14-day policy. Employees will be required to provide documentation to UPMC WorkPartners to certify their leave.

The temporary 14-day policy does not cover situations in which employees need to stay home to care for family members who are "at risk," have chosen to self-quarantine and were not directed by a medical provider, or for any other reason other than those listed above.

The supervisor that is receiving the call off notification will gather the following information:

1. Are you electing to quarantine because you...
 - a. Tested positive for COVID-19
 - b. Were medically directed to
 - c. Have a pre-existing condition and were medically directed to
2. What is the first date of your quarantine?
3. Can you provide a telephone number for an administrative staff person can contact you for follow up?

If the employee is quarantined for testing positive or awaiting test results, supervisory staff will need to confirm all work assignments for the previous 6 shifts. Priority screening will happen with all individuals who may have been in contact with the employee during their work assignments.

Employees: Positive COVID-19 testing

Reporting

Pennsylvania Emergency Management Agency (PEMA) is requesting that all First-Responder Agencies make notification regarding any employees that test positive for COVID-19. Names, specific medical information, and details should not be included. All reports shall be sent to Michael Spurr, Homeland Security/Law Enforcement Coordinator, via email Michael.Spurr@AlleghenyCounty.US with Allegheny County Emergency Services.

Contact Studies

When an employee has been confirmed, the Allegheny County Health Department will assist in providing direction based on the date of symptom presentation, the date the employee last worked, the capacity in which the employee worked, and the date that the employee was screened/tested positive. When the objective data has been gathered, the Allegheny County Health Department will provide direction for the designated dates that should be reviewed, utilizing CCTV footage, to establish employees that should be placed under isolation or quarantine procedures from these contact study reviews.

Healthcare Staffing

It is imperative that healthcare operations continue to ensure the safe maintenance of the inmate population. In the event that staffing levels no longer permit for the continued operations of healthcare staff, the following plan of action will be implemented.



Reduction of Services

Substance Use Counselors will discontinue group services on Level 4 and 5E. Staff will be redeployed to areas such as: non-emergency healthcare requests, mental health screening in intake, mental health units, case coordination/collaboration with community service providers such as JRS or CTT for discharge planning into the community.

Clinic staff will be redeployed to other areas of need (such as intake, 5B, or float positions).

Mental Health Specialists will provide support on segregated housing units, mental health units, intake, and non-emergency healthcare requests.

Nurses will ensure that medication passes are completed. Specialized nurses (i.e. detoxification nurse coordinator and staffing educator) will be tasked to fulfill other nursing functions to support the ongoing operations of necessary functions within the facility.

Healthcare managers, when applicable, will fulfill any necessary line staff roles to redeploy nurses to areas within the facility that indicate the highest need.

***Further pandemic staffing plans will be explicitly developed for each shift. Until further notice, staffing complications shall be immediately reported to the Duty Officer and Healthcare Duty Officer respectively.**



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COMMAND

Allegheny County Jail Command Center – Warden’s Conference Room

Facility Commander – Warden Orlando Harper [REDACTED]

Operation managers – Chief Deputy Warden David Zetwo [REDACTED] and Chief Deputy Warden Laura Williams [REDACTED]

Prison Managers: - Deputy Warden Jason Beason [REDACTED] Major Adam Smith [REDACTED] Major Matthew Kohler [REDACTED] and Major Jack Vanchieri [REDACTED]

Medical Director – Dr. Donald Stechschulte, Jr. [REDACTED]

Shift Commander -as determined by shift assignment, [REDACTED]

Allegheny County Health Department

Jennifer Fiddner [REDACTED], Dr. Kristen Mertz [REDACTED], Ronald Sugar [REDACTED] Tom Mangan [REDACTED]

Allegheny County Sheriff’s Department (ACSD)

Sheriff Liaisons – Lt. Tom Carter, [REDACTED] (Allegheny County Command Post) and Sgt. Tom Ninehouser, [REDACTED] (MCB – Jail Liaison)

Allegheny County Emergency Medical Services

Chief Matthew Brown [REDACTED], Assistant Chief Mark Pinchalk [REDACTED], EMS Coordinator Keith Morse [REDACTED]


Poison Control Center

Director, Amanda Korenoski [REDACTED]

cc: County Manager William McKain
Deputy County Managers Stephen Pilarski and Barbara Parees



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 <p>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #317	DATE: 10/22/15 REVIEWED: 9/20/18
	TITLE: HOUSEKEEPING AND HYGIENE ACA Standards- 1A-04 TITLE 37-95.226(5), 95.231(1,2,5), 94.248(2)	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

POLICY

It is the policy of the Allegheny County Jail to establish a sanitation and housekeeping plan. All inmates are required to maintain proper hygiene standards set forth in this policy.

PURPOSE

To provide a daily housekeeping plan by assigning responsibilities to inmates to maintain the prison living areas and general spaces in a sanitary condition.

PREFACE

It must be emphasized that **HAND WASHING** is the single most important method of preventing the spread of infections. It is imperative that all personnel wash their hands as often as possible, employing friction to all surfaces for not less than fifteen seconds each time.

SECTIONS

This policy will be segregated into two sections. Section one will outline general jail measures and section two will delineate cleaning for medical and special areas.

PROCEDURES**SECTION 1: GENERAL GUIDELINES**

By order of the Warden; Shift Commanders, Unit Managers and Pod Officers are entrusted to implement the following:

1. All parts of the jail used by prisoners shall be properly maintained and kept clean at all times. Jail personnel are to be continually vigilant for identifying

maintenance issues and unsanitary conditions and ensuring these conditions are promptly addressed for the health and safety of all concerned.

2. Upon admission to the institution, inmates will be provided with two (2) sets of uniforms and clean underwear.
3. Regular laundering of uniforms, underwear, and bed linens shall be done according posted laundry schedules. (See Policy #85 Laundry Procedures)
4. Inmates are expected to keep their cells clean and orderly. Cleaning supplies will be made available during mandatory shower and cell cleaning days.
5. Showers are available seven (7) days a week. Inmates are encouraged to use them on a daily basis. At a minimum, inmates in general population will bathe three (3) times a week Monday, Wednesday and Friday during mandatory shower and cleaning time. Disciplinary Custody inmates shall shower at least three (3) times a week based on the posted shower schedule.
6. Inmates may purchase basic hygiene supplies such as soap, shampoo, toothbrush, toothpaste and deodorant from commissary. Pod officers will maintain a supply of soap for inmates considered indigent. Indigent inmates are eligible for monthly hygiene kits that will include soap, deodorant, toothpaste and toothbrush by writing the supply sergeant. (See Policy #310)
7. Female inmates will be provided articles for feminine hygiene products when needed.
8. All exposed flooring is to be stripped and fully cleaned and waxed once per month. This includes jail physical plant, inmate pods and the jail infirmary.
9. Carpeted areas are to be vacuumed once and shampooed as needed. This includes jail physical plant, inmate pods and the jail infirmary.
10. Inmate living areas (cells) are to have all surfaces cleaned (wiped or mopped) with an infection control, approved hospital grade disinfectant between each occupation. Visible soil must be removed during the disinfection process.
11. All waste shall be disposed of in proper containers. All garbage containers must be cleaned and disinfected at least once a week.
12. Toilet areas are to be flushed clean. Commodes shall be cleaned using a suitable disinfectant/cleansing agent with cleaning equipment used for no other areas. (Toilet cleaning brushes are to be used on toilets **only**).
13. Toilet talking between inmates is forbidden and must be enforced.
14. Sink and drinking fountain areas are to be cleaned with an appropriate disinfectant, removing all visible residues and using cleaning equipment used for no other purpose.

15. Areas where food is stored and consumed must be sanitized on a continuous basis.
16. All balls and recreation equipment should be cleaned with appropriate germicidal solution on a regular basis but no less than daily.
17. All cleaning equipment, mops, sponges, brushes and any items used shall be maintained and stored in a manner that will not support growth and spread of pathogenic organisms. All equipment shall be clean and dry between uses and discarded as appropriate.
18. Environmental rounds to assess compliance with policies and standards shall be conducted on a routine basis.
19. Inmate workers and inmates themselves have a responsibility to keep living areas clean. Jail personnel are to see that they do.

SANITATION AND HOUSEKEEPING PLAN

Inmates are required to maintain their immediate living area and adjacent general space in a sanitary condition. Correctional Officers are authorized to assign up to six (6) inmate workers on his/her pod. The Correctional Officer has the discretion to hire an inmate as a worker. All workers are expected to maintain good habits of grooming. Workers assigned to Medical, Mental Health, Classification and Disciplinary Housing Units will be hired through Classification. It is the duty of the Pod Officer to ensure inmate workers complete their assigned duties. The following is a list of duties for all Pod Workers to be completed daily:

1. Pantry Worker

1. Serve All Meals
2. Clean and Sanitize Pantry Counter after Meals
3. Sweep and Mop Pantry Floor
4. Empty Pantry Garbage
5. Distribute Diabetic Bags
6. Sweep and Mop Sally Port

2. C/O Area Worker

1. Sweep and Mop Gym
2. Sweep and Mop C/O Area
3. Empty C/O Trash
4. Sweep and Mop C/O Bathroom
5. Clean and Disinfect Sink and Toilet
6. Clean Mirror and Stainless Steel
7. Sweep and Mop Interview Room

3. Dayroom Worker

1. Wipe Tables After Meals
2. Sweep and Mop Dining Area
(Vacuum if Applicable)
3. Clean all Pod Windows
4. Clean Dayroom Chairs
5. Clean and Sanitize Pod Phones
6. Sweep the Stairs

4. Counter Worker

1. Work Outside Pantry Area
2. Serve all Drinks
3. Empty all Garbage Cans
4. Sweep and Mop Counter Area
5. Sweep and Mop Gym

5. Lower Level Worker

1. Clean and Sanitize Lower Level Showers
2. Sweep and Mop Lower Level
3. Set-Out Cleaning Supplies
4. Clean and Organize Janitor Closet
5. Stack Chairs after All Meals
6. Clean All Vents on the Lower Level

6. Upper Level Worker

1. Clean Empty Cells as Needed
2. Sweep and Mop Upper Level
3. Clean and Maintain Visiting Areas
4. Clean Upper Level Showers
5. Stack Chairs After All Meals
6. Clean All Vents on the Upper Level

SECTION 2: MEDICAL AREAS

Medical areas shall include, but are not limited to, any area staffed by medical persons, clinic areas, inmate holding cells, nursing staff areas, and hallways in the general medical area.

The following cleaning tasks are to take place in the medical areas:

1. All linoleum floors need to be stripped, fully cleaned and waxed. Particular attention needs to be paid to corners and edges. The floor in storage room in the small hallway off the main clinic hall also needs particular attention.

2. All windows and sills need to be cleaned. All trim around doors, door surfaces and knobs need to be cleaned.
3. Tile floors in the bathrooms and other areas need to be scrubbed with a brush.
4. All toilets, sinks, etc. need to be thoroughly scrubbed.

Guidelines for Routine/Ongoing Cleaning of Medical Areas

1. General instruction: A germicidal detergent solution shall be used to clean surfaces following product label for use and dilution.
2. Wet mopping: All medical areas shall be wet mopped at least two times per 24-hour day. This shall occur on the following schedule, not to interfere with scheduled medical clinics:
 - a) Before 0800 hour each morning.
 - b) Between 1700 and 1900 hours each afternoon.
 - c) Additional wet mop cleaning shall be done as indicated by special circumstances requiring clean up.
 - d) Mops and mop heads should be laundered in hot water and dried with high heat no less than weekly.
3. Strip/wax: All medical area floors shall be stripped and re-waxed at least one time each month, during non-clinic hours.
4. Trash: Cleaning of areas shall include removal of trash. Biohazard trash shall be appropriately disposed of in biohazard boxes.
5. Carpets: Carpeted areas shall be vacuumed as needed, at a minimum of once a week. All carpets shall be periodically steam cleaned.
6. Medical Clinics: Medical staff shall be responsible for cleaning of medical clinic counters and countertops.
7. General cleaning: Cleaning shall include, but is not limited to:
 - a) Scrubbing of sinks,
 - b) Scrubbing of toilets,
 - c) Filling toilet tissue holders,
 - d) Filling paper towel receptacles,
 - e) Filling of soap dispensers,
 - f) Restroom counter tops,

- g) Wet wiping windowsills (and any other dust prone surface)
- h) Clean mirrors,
- i) Medical clinic examination tables shall be cleaned with disinfectant at least every twenty-four (24) hours and more often if visible soil is present.

Equipment Maintenance

Cleaning equipment, mops sponges, brushes and any item used shall be maintained and stored in a manner that will not support growth and spread of pathogenic organisms. This means that equipment shall be clean and dry between uses and discarded as appropriate. Any equipment giving off a foul odor shall be discarded or sent to the laundry if appropriate. Equipment used for sink cleaning shall NOT be used for any other purpose. Equipment used for drinking fountain cleaning shall not be used for any other purpose.

Cleaning directions for specialized areas/situations

Holding Cells/Close Observation Cells

- All surfaces shall be cleaned (wiped or mopped) with an infection control approved hospital grade disinfectant (1) between each occupation. Visible soil must be removed during this process.
- All waste shall be disposed of in proper containers.
- Toilet/elimination areas are to be flushed clean. Commodes shall be cleaned using a suitable disinfectant/cleaning agent and cleaning equipment will be used for no other areas. (Toilet cleaning brushes to be used on toilets only).
- Sink and drinking fountain areas are to be cleaned with an appropriate disinfectant, removing all visible residues, and using cleaning equipment used for no other purpose.
- In the event that any of the above areas are occupied on a continuous basis for a period of 24 hours or more, the area shall be observed for unsanitary conditions and cleaned as appropriate to maintain the health and safety of inmates occupying the room.
- All cleaning equipment shall be maintained and stored in a manner that will not support growth and spread of pathogenic organisms. Equipment shall be replaced as appropriate. Mop heads should be discarded and replaced on a monthly basis, as needed.
- Environmental rounds to assess compliance with policies and standards shall be conducted on a routine basis.

Infirmary Housing Area


- Inmate/patients who are physically able shall maintain a clean and safe environment in their cell/room area.
- There shall be no uneaten foods (saved food items from meal trays) kept in any Infirmery cells.
- Trash should be removed from the room at the conclusion of each shift. Inmate/patient shall collect trash and have ready for removal.
- Inmate/patient who are too ill or physically unable to manage their cell/room environment shall be assisted in the above by officers or inmate workers as needed. Inmate/patients will cooperate in this measure.
- Medical cell/rooms shall be wet mopped twice daily. No accumulation of soil shall be permitted. Mops and mop heads should be laundered in hot water and dried with high heat no less than weekly.
- Environmental surfaces shall be wet wiped as needed to prevent any accumulation of dust and debris.
- Sinks and commodes shall be scrubbed daily.
- Showers shall be sprayed with a disinfectant after each use and thoroughly scrubbed/cleaned daily.
- The Level 5 Unit Manager shall be responsible for compliance.

Guidelines for Cleaning an Area after an Inmate is Released

Infirmery and Mental Health Units

1. All infirmery bedrooms and Mental Health Unit (MHU) bed areas shall be thoroughly cleaned as soon as possible following release of the inmate/patient from the room.
2. No room shall be placed back into service until the cleaning is completed.
3. All trash shall be removed from the room and disposed of in the appropriate container based on type of trash.
4. All environmental surfaces shall be cleaned with a bactericidal disinfectant (1).
 - a) Commodes shall be flushed clear and scrubbed with equipment that shall be used for no other areas than commode cleaning.

- b) Sinks shall be cleaned of all visible soil, and then scrubbed and wiped with a bactericidal disinfectant agent. The cleaning equipment used for this purpose shall not be used for any other purpose.
 - c) Furnishings such as bed frames, mattresses, bed side tables, stands and any other items in the room shall be scrubbed clean of any soil and then the entire surface shall be wiped with a bactericidal agent.
 - d) Walls shall be inspected for visible soil and cleaned of such using an approved disinfecting solution.
 - e) Floors shall be first cleaned of any debris followed by wet mopping with a clean mop using a bactericidal disinfectant.
 - f) No room shall be placed into service until the above cleaning is completed.
 - g) All cleaning equipment shall be maintained and stored in a manner that will not support growth and spread of pathogenic organisms. Mops should be dried between uses. Mops and mop heads should be laundered in hot water and dried with high heat no less than weekly.
5. Equipment shall be replaced as appropriate.
6. The pod offer is to ensure workers clean cells in compliance with this policy.
7. The Unit Manager will make routine inspections to ensure compliance with this policy.

 <p>ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #429	EFFECTIVE: 3/1/15 REVISED: 7/25/17
	TITLE: Inmate Worker Guidelines ACA 4-ALDF-5C-06, 5C-07, 5C-08, 5C-10, 5C-11, 5C-12, 7F-03 Title 37: 95.235(1), 95.235 (2), 95.235 (3), 95.235(4), 95.235(5)	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

POLICY

It is the policy of the Allegheny County Bureau of Corrections to permit deserving, eligible inmates the ability to perform work related activities within the institution when available. Inmate working conditions will comply with all applicable federal, state, and local work safety laws and regulations. The work day will be in approximate to a work day in the community. Inmate performance will be regularly evaluated and recorded and inmates will receive written recognition of competencies they acquire. In addition, there will be no discrimination of an inmate based on his or her race, religion, national origin, gender or disability in regards to their access to being assigned a work detail.

It is against ACBOC policy for any correctional personnel to use their official position to secure privileges for themselves or others in association with the Bureau's inmate worker details.

APPLICABLE POPULATIONS

This policy applies to all inmates seeking a work assignment and to correctional personnel responsible for determining an inmate's eligibility to work.

- Prisoners awaiting trial and not sentenced to the jail shall not be required to work, except to keep their immediate areas in their assigned living quarters clean. However, a volunteer work program for non-sentenced inmates should be developed. Non-sentenced and pre-trial prisoners can voluntarily request consideration for an inmate work assignment by following the normal channels for such a request.

- Prisoners sentenced to the jail shall be assigned work when it is available.

PROCEDURAL GUIDELINES

The Classification Supervisor oversees the components for this policy. Any deviations from this policy must be authorized by the Warden or his/her designee.

1. Classification will maintain a continuous roster of prospective inmate workers.
2. Classification will acknowledge only those prospective inmates that utilize the Work Request Application submitted to the Classification Supervisor. Inmates are able to volunteer for work assignments.
3. Classification is responsible for maintaining worker levels on pods 1-A and 4-C. Maximum capacity of 110 inmates should be maintained on 1-A and 4-C at all times, to the extent possible.
4. Both sentenced and, with some exceptions, non-sentenced inmates are eligible for work assignments and can express their interest by submitting an application to the Classification Supervisor. Sentenced inmates are not required to work. The criterion for each work detail is described in the "Work Assignment Details and Qualifications" section of the policy.
5. The Classification Supervisor is responsible for the hiring and replacement of Warden's Level Workers for the administrative area.
6. The Classification Supervisor is the final authority in determining an inmate's work eligibility.
7. Inmates assigned a work detail shall be supervised by a person designated by the Warden or his/her designee. All workers are subject to searches as prescribed by procedure.
8. Inmates will be provided with appropriate clothing, supplies and tools for any work detail to which they are assigned. Inmates will receive supervision and direction on the proper use of any equipment or tools to be used by the inmate during any work assignment.
9. The following are the workers housing locations:
 - i. Kitchen workers must be housed on 1A
 - ii. Laundry workers and Street Gang must be housed on 4C

All other workers may remain on their assigned housing pod and are not required to be housed on housing units 1A or 4C.

WORK ASSIGNMENT DETAILS AND QUALIFICATIONS

The following are the available work details and criteria/qualifications for inmate work assignments. Please note that inmate workers are approved by the Classification Supervisor:

A. Kitchen and Lounge Workers (applies to males and females)

- Must be a County inmate with a classification level of minimum or medium security (no State, Federal, or maximum security level inmates)
- If formerly on DHU status, must be off of that status for thirty (30) days
- Must be misconduct-free for at least thirty (30) days before being eligible for work
- Escape charges/convictions will be reviewed on a case-by-case basis
- Medical clearance is required
- Hiring Process:
 - i. The vendor is responsible for monitoring inmate worker levels utilizing the following scale:
 - 7 X 3 SHIFT: Kitchen Workers – 40 / Employee Lounge – 8
 - 3 x 11 SHIFT: Kitchen Workers – 40 / Employee Lounge – 6
 - ii. In the event inmate worker levels are deficient, the vendor is to contact the Shift Commander to rectify the deficiency.
 - iii. The vendor may relieve any inmate worker from their assigned job and direct the inmate to return to his/her housing unit. The vendor must notify correctional personnel and send an incident report to the classification supervisor (either by placing in his or her mailbox or emailing the report). Inmate workers may only be terminated by correctional personnel.
 - iv. The vendor must ensure all inmate workers for the designated areas defined in this directive are medically cleared for duty.

B. Warden Worker (females only)

- Must be housed on 4E
- Must be a County inmate with a classification level of minimum or medium security (no State, Federal, or maximum security level inmates)
- If formerly on DHU status, must be off of that status for thirty (30) days
- Must be sentenced with no open bonds

- Must be misconduct-free for at least thirty (30) days before being eligible for work
- Escape charges/convictions will be reviewed on a case-by-case basis
- Medical clearance is required

C. Street Gang

- Must be hired from pod 4C
- Must be a County inmate with a classification level of minimum or medium security.
- No current open charges
- Family division bonds must be \$2,000.00 or less
- No founded misconducts on current jail commitment
- No escape charges or convictions; includes alternative housing "walk-aways"
- Medical clearance is required
- In addition to normal work duties, inmates assigned to the Street Gang may participate in community service work when available.

D. Laundry

- Must be hired from pod 4C
- Must be a County inmate with a classification level of minimum or medium security (no State, Federal, or maximum security level inmates)
- If formerly on DHU status, must be off of that status for thirty (30) days
- Must be misconduct-free for at least thirty (30) days before being eligible for work
- Medical clearance is required

E. Intake Workers

- Must be a County inmate with a classification level of minimum or medium security (no State, Federal, or maximum security level inmates)
- If formerly on DHU status, must be off of that status for thirty (30) days
- Must be misconduct-free for at least thirty (30) days before being eligible for work
- Medical clearance is required

F. DHU, Classroom, IM, 5B and Clinic

- Must be a County inmate with a classification level of minimum or medium security (no State, Federal, or maximum security level inmates)

- No criminal bonds, family division bonds of \$1,000.00 or less
- Escape charges/convictions will be reviewed on a case-by-case basis
- Must be misconduct-free for at least thirty (30) days before being eligible for work

G. Hallway Workers

- Selected by Unit Managers and it is the responsibility of each Unit Manager to notify Classification as to the Names and DOC numbers of hallway workers on their respective unit. Likewise, Unit Managers must notify Classification when an inmate worker is fired, quits, transfers to another unit or becomes hospitalized.

H. Pod Workers

- Selected by Correctional Officers assigned to the Pod
- Must be a County inmate

Work Eligibility for Newly State Sentenced Inmates

Inmates that have been working three (3) months or more and receive a state sentence of 3 years or less may remain on their work assignment, except Street Gang, until they are released to a state facility.

Disciplinary Sanctions for Inmate Workers

Inmate workers that receive a total of three (3) informal sanctions or one (1) misconduct during their work assignment or while on their assigned pod will be suspended from work until the outcome of their misconduct hearing. At that time, the Classification Supervisor and or Segregation Supervisor will review the validity of the infraction to determine eligibility to resume work assignment and/or whether their behavior warrants transfer to another housing unit.

COMPENSATION

Inmates participating in work programs (other than personal housekeeping and housing are a cleaning) will be compensated in the following manner:

- Meals: Inmate workers will be compensated for their work by receiving a second meal tray at meal times.
- Visits: Eligible workers, inmates who have worked in the above named jobs for at least thirty days and have been proficient in their job duties, and inmates who

are have successfully completed an approved program may be considered for monthly contact visits. It is the responsibility of the Deputy Warden of Operations to consider such privileges. Approved inmates will receive a copy of their approved contact visitor request. Any inmate who is denied a contact visit will be notified in writing of the reason. Contact visits are a privilege and will be treated as such. Any misuse or abuse of this privilege by any inmate may result in the privilege being revoked. The administration has the right to suspend this privilege at any time due to emergency or security situation.

INMATE WORKER STAFFING LEVELS

Jail Administration is the final authority in determining the level of inmate labor within the institution.

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