To: Abe Antun, County Administrator  
From: Ron Edwards, Director of Corrections  
Subject: COVID-19 Precautionary Measures  
Date: 13 March 2020

The jail has taken a proactive approach in light of the COVID-19 outbreak. These measures include but are not limited to:

**Intake:**

- The jail will not accept any ICE detainees that:
  - Have been in China, Italy or Iran within the last 31 days.
  - Any border arrests.
  - Any street arrests that has not been tested for COVID-19 and medically cleared.
- Prior to booking a new prisoner, a RN will take the prisoner’s temperature (external holding area) before entering the facility. Any person with a temperature over 100.4 degrees will be denied entry and must be transported by arresting agency to hospital.
- All new arrests are given a comprehensive medical assessment by RN within four (4) hours of their coming into the facility. The assessment includes a battery of questions as to history of countries they have visited within the last two (2) weeks as well as hospitalization and visits to emergency care facilities.
- Hand sanitizers are available to all individuals coming into the facility.
- After every court movement, the entire Intake/Property area will be shutdown to clean and sanitize. This includes “bullpens.”
- At the change of shift, the Intake/Discharge area will be cleaned and sanitized. The areas will include, Property, External Holding Area and all “Bullpens”

**Court System:**

- In constant communication with Assignment Judge.
- Connected to eleven (11) video court booths.
- Prepared an onsite Courtroom for Detention Hearings in order to prevent transporting large groups and gatherings.
Visits:

- Temporarily suspended contact visits.
- Video visitation for family/friends, this web-based system can be accessed with any smart phone or tablet.
- Extended non-contact visits (window visits).
- All visiting areas are cleaned and sanitized after each visit.

Professional Visits (Attorneys):

- Temporarily suspended contact visits.
- Video visitation (web-based) free of charge.
- Non-contact visitation (window visit), if documents need to be sign, we will assist.
- All visiting areas are cleaned and sanitized after each visit.
- Office of Public Defenders – video conferencing connectivity between the jail and OPD is established. Offered to access to our network, printer and we would have their client sign the document and their office can either have a paralegal onsite or we would have our messenger deliver it to their office.

Food Vendor:

- Mandated that the food vendor “store” a fourteen (14) days inventory.
- Three (3) meals per day for fourteen (14) days of pre-packaged food that can feed the entire jail population and staff.
- Prepackage food can be prepared and ready for delivery by two (2) kitchen workers in case of an outbreak that requires quarantine that would affect Kitchen Staff.
- Cleaning and sanitizing the kitchen three (3) times a day (after every meal).
- No open food display, closed salad bar.

Facility:

- Designated a housing unit for potential or confirmed case(s) of the virus as a quarantine.
- Health and Safety posters displayed throughout the facility.
- Restrictive Scheduled (cancelled: tours, volunteer services, weddings, etc.)
- First Stage of intake, referred to as D1E limited to four (4) hours of recreation time, this will ensure a minimum amount of inmates gathering in a common area at one time.
- D1E is where male inmates are housed, until medically cleared for “general population” i.e. Quarantine Housing Unit.
- Each Housing Unit will be “locked down” between shifts to clean and sanitize.
- Every Wednesday the entire jail will be placed on “locked down” for thorough cleaning and sanitizing.
- Every Saturday County and Fed tiers (A, D, B, and C) will be “locked down” for a thorough cleaning and sanitizing.
Every Sunday the ICE tier (ECHO Pod) will be “locked down” for a thorough cleaning and sanitizing.

- Hand sanitizers are located throughout the facility for staff members.
- 30-days’ supply of medication shall be maintained.
- N-95 masks available for medical/staff.
- Ordered COVID-19 tests kits.

**Staff:**

- Daily meetings with Command staff to update on COVID-19 pandemic.
- Ceased “role call” to reduce large staff gathering. All directives are disseminated through PowerDMS (online system) or, through direct orders from Supervisors.
- Educate and train on precautionary measures of the spreading the virus.
- Informed staff members, if they are sick, to stay home.
- Established an area for staff members to sleep and shower.
- Ordered cots through OEM in case of an emergency declaration.

Once a confirmed case has been detected, the following measures will be immediately evoked; The jail will have available and be able to acquire basic medical information prior to assigning an Officer(s) and Medical Staff to quarantine areas. Any staff with the following conditions shall not be assigned to quarantine or isolation areas:
- Pregnancy
- Organ transplants
- Undergoing cancer chemotherapy
- Poorly controlled diabetes
- HIV
- Emphysema, severe asthma
- Heart disease
- Other uncommon conditions if the staff member believes that they may medically be a risk (should require a doctor's note).

**Notes:**

We will be in constant communication with State Health Commissioner, Hudson Regional Health Commission, NJDOC and Wellpath’s Medical Director.