

# Safe Start Corrections

Step-by-Step Approach for Reopening Operations During COVID-19



STEP	1	2	3	4
AREA	Current Practice NO LESS THAN 3 WEEKS	Effective Date: _____ NO LESS THAN 3 WEEKS	Effective Date: _____ NO LESS THAN 3 WEEKS	Effective Date: _____ NEW NORMAL
<b>EMPLOYEES</b>	<ul style="list-style-type: none"> <li>Teleworking continues</li> <li>Alternate assignments for high risk employees</li> </ul>	<ul style="list-style-type: none"> <li>Teleworking continues</li> <li>Alternate assignments for high risk employees</li> </ul>	<ul style="list-style-type: none"> <li>Teleworking continues</li> <li>Alternate assignments for high risk employees</li> </ul>	<ul style="list-style-type: none"> <li>Establish permanent teleworking options</li> <li>Modify workplace staffing/schedules/workspaces, as applicable</li> <li>Alternate assignments cease</li> </ul>
<b>SCREENING, PPE &amp; SANITIZING</b>	<ul style="list-style-type: none"> <li>Enhanced screening required at all entry points for all facilities and offices</li> <li>Follow Personal Protective Equipment (PPE) Matrix</li> <li>Continued use of hand sanitizer and frequent handwashing</li> <li>Enhanced cleaning and sanitation practices continue</li> <li>Continue increased N95 fit-testing</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced screening required at all entry points for all facilities and offices</li> <li>Follow PPE Matrix and evaluate matrix for Step 3 implementation</li> <li>Continued use of hand sanitizer and frequent handwashing</li> <li>Enhanced cleaning and sanitation practices continue</li> <li>Continue increased N95 fit-testing</li> </ul>	<ul style="list-style-type: none"> <li>Enhanced screening required at all entry points for all facilities and offices</li> <li>Follow PPE Matrix</li> <li>Evaluate PPE Matrix and screening protocols for Step 4 implementation</li> <li>Continued use of hand sanitizer and frequent handwashing</li> <li>Enhanced cleaning and sanitation practices</li> <li>Continue increased N95 fit-testing</li> </ul>	<ul style="list-style-type: none"> <li>Entrance screening TBD</li> <li>Follow PPE Matrix</li> <li>Enhanced cleaning and sanitation practices continue</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>New Employee Orientation (NEO), Correctional Worker Core (CWC), Case Management Academy (CMA) and Accelerated On-Boarding Training (AOBT) continue</li> <li>Classroom training limited by room size to maintain social distancing</li> <li>All other training suspended or online</li> </ul>	<ul style="list-style-type: none"> <li>NEO, CWC, CMA, and AOBT continue</li> <li>Resume Community Corrections Officer Academy (CCOA) and Essential Skills for Supervisors (ESS)</li> <li>Classroom training limited by room size to maintain social distancing</li> <li>CCD firearms re-qualification (up to 5)</li> <li>Correctional Officer (CO) initial firearms qualifications</li> <li>All other training suspended or online</li> </ul>	<ul style="list-style-type: none"> <li>NEO, CWC, AOBT, CCOA, CMA, and ESS are operational</li> <li>Resume firearms/TASER training/requalification and Specialty Team training</li> <li>Resume Work Release Academy</li> <li>Annual In-Service (AIS) training continues online or resumes in the classroom, as applicable</li> <li>Classroom training 50-75% of room capacity as appropriate by class</li> <li>Resume Control/Impedance Tactics (CIT) re-qualification, class size 12</li> </ul>	<ul style="list-style-type: none"> <li>Resume all training</li> <li>Classroom training to 75%-100% of room capacity as appropriate by class</li> <li>Distancing and good hygiene practices remain</li> <li>Fire drills resume</li> </ul>
<b>TRAVEL &amp; MEETINGS</b>	<ul style="list-style-type: none"> <li>Essential Travel Only</li> </ul>	<ul style="list-style-type: none"> <li>Limited non-essential travel within proximity of work site</li> </ul>	<ul style="list-style-type: none"> <li>Resume non-essential travel and in-person meetings up to 50 people, maintaining less than 50% room capacity</li> </ul>	<ul style="list-style-type: none"> <li>Continue non-essential travel</li> </ul>
<b>COMMUNITY CORRECTIONS DIVISION (CCD)</b>	<ul style="list-style-type: none"> <li>Maintain limited operations to include field work, office contacts, warrant sweeps, arrests, interactions with Law Enforcement (LE)</li> <li>Use of prison transport resources for high-risk transports</li> </ul>	<ul style="list-style-type: none"> <li>Modify operations to increase field work, office contacts, warrant sweeps, interactions with LE</li> <li>Determine capacity of arrests based on local jail available bed space</li> <li>Continued use of prison transport resources for high-risk transports</li> </ul>	<ul style="list-style-type: none"> <li>Modify warrant sweep process, resume based on modifications</li> <li>Assess need for continued use of prison transport resources</li> </ul>	<ul style="list-style-type: none"> <li>Draft and/or review revised contact standards based on legislative implementation</li> </ul>
<b>WORK RELEASE</b>	<ul style="list-style-type: none"> <li>Room and board waiver applies (unable to work due to COVID-19)</li> </ul>	<ul style="list-style-type: none"> <li>Room and board waivers continue case-by-case basis</li> </ul>	<ul style="list-style-type: none"> <li>Room and board waivers ends (except for DOC restriction)</li> </ul>	
<b>SEARCHES</b>	<ul style="list-style-type: none"> <li>Pat search: random searches suspended, reasonable suspicion only</li> <li>Strip search: performed at distance of 6 feet</li> <li>Cell search: random searches and cell inspections suspended, reasonable suspicion only</li> <li>Staff search: routine, random, and mandatory pat searches suspended</li> </ul>	<ul style="list-style-type: none"> <li>Pat search: random searches suspended, reasonable suspicion only</li> <li>Strip search: performed at distance of 6 feet</li> <li>Cell search: resume some cell searches and inspections</li> <li>Staff search: routine, random, and mandatory pat searches suspended</li> </ul>	<ul style="list-style-type: none"> <li>Pat search: limited to high risk areas (e.g., yards, gyms, etc.) and reasonable suspicion</li> <li>Strip search: no restrictions</li> <li>Cell search: 50% of normal, unless reasonable suspicion</li> <li>Staff search: resume random staff searches on a limited basis</li> </ul>	<ul style="list-style-type: none"> <li>Pat search: resume pat search process</li> <li>Cell search: resume cell searches and inspections</li> <li>Staff search: resume staff search process</li> </ul>
<b>DRUG TESTING</b>	<ul style="list-style-type: none"> <li>Prisons: random urine analysis (UA) suspended, reasonable suspicion only, breath alcohol tests suspended</li> <li>CCD: Drug Offender Sentence Alternative (DOSA) requirement reduced to weekly testing for one (1) month, others per Community Corrections Officer (CCO) discretion, breath alcohol tests suspended</li> </ul>	<ul style="list-style-type: none"> <li>Prisons: random UA suspended, reasonable suspicion only, breath alcohol tests suspended</li> <li>CCD: DOSA requirement reduced to weekly testing for one (1) month, others per CCO discretion, breath alcohol tests suspended</li> </ul>	<ul style="list-style-type: none"> <li>Resume all drug testing per DOC policies 420.380 and 420.385</li> </ul>	
<b>VISITATION</b>	<ul style="list-style-type: none"> <li>No facility visitation</li> <li>Work Release (WR) restricted/limited movement into the community</li> </ul>	<ul style="list-style-type: none"> <li>No facility visitation</li> <li>WR social outings once per week to one (1) location only</li> </ul>	<ul style="list-style-type: none"> <li>No more than 50 people or 50% capacity, whichever is less</li> <li>No more than three (3) per table</li> <li>WR social outings twice per week, for up to 10 hours total per week</li> </ul>	<ul style="list-style-type: none"> <li>Resume visiting</li> <li>Resume Extended Family Visits</li> <li>WR resume social outings</li> </ul>
<b>INCARCERATED &amp; SUPERVISED WORKERS</b>	<ul style="list-style-type: none"> <li>Correctional Industries (CI): manufacturing essential products only with social distancing</li> <li>CCD and offsite Prison work crews cancelled</li> </ul>	<ul style="list-style-type: none"> <li>CI: manufacturing of some non-essential products resumes</li> <li>CCD and offsite Prison work crews are cancelled</li> </ul>	<ul style="list-style-type: none"> <li>CI: resume manufacturing, service, and delivery</li> <li>CCD and Prison offsite work crews resume</li> </ul>	
<b>PROGRAMS &amp; VOLUNTEERS</b>	<ul style="list-style-type: none"> <li>Programs suspended: Education, Cognitive Behavioral Intervention (CBI), Thinking for a Change (T4C), Sex Offender Treatment and Assessment Program (SOTAP), Chemical Dependency (CD) Treatment</li> <li>Religious programs continue with social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Programs suspended: Education, CBI, T4C, SOTAP, CD Treatment</li> <li>Religious programs continue with social distancing</li> </ul>	<ul style="list-style-type: none"> <li>T4C, CBI and legally mandated programs (DOSA CD Treatment, SOTAP, etc.) resume</li> <li>Volunteer-led programs resume</li> <li>Education programs may resume, in compliance with state guidance</li> <li>Programs limited to 50-75% of room capacity as appropriate by group</li> </ul>	<ul style="list-style-type: none"> <li>Resume programming</li> </ul>
<b>RECREATION</b>	<ul style="list-style-type: none"> <li>No more than 50% of area capacity</li> <li>Social distancing must be maintained</li> <li>No exercise equipment or weights allowed</li> </ul>	<ul style="list-style-type: none"> <li>No more than 50% of area capacity</li> <li>Social distancing must be maintained</li> <li>No indoor exercise equipment or weights allowed</li> </ul>	<ul style="list-style-type: none"> <li>No more than 50% of area capacity</li> <li>Relax social distancing measures</li> <li>Exercise equipment or weights allowed, with proper sanitation</li> </ul>	<ul style="list-style-type: none"> <li>Resume recreational activities</li> </ul>
<b>HEARINGS</b>	<ul style="list-style-type: none"> <li>CCD: video hearings, modified Conditional Releases process (medical/COVID-19, and mental health) and expedited Negotiated Sanctions</li> <li>Prisons: hearings continue as normal</li> </ul>	<ul style="list-style-type: none"> <li>CCD: video hearings, modified Conditional Releases process (medical/COVID-19, and mental health) and expedited Negotiated Sanctions</li> <li>Prisons: hearings continue as normal</li> </ul>	<ul style="list-style-type: none"> <li>CCD: maintain video hearings, return to DOC 380.300 Conditional Releases process and continue expedited Negotiated Sanctions</li> <li>Prisons: hearings continue as normal</li> </ul>	
<b>HOUSING &amp; REDUCED CAPACITY</b>	<ul style="list-style-type: none"> <li>Maintain Regional Care Facilities</li> <li>Isolation and quarantine areas remain open</li> <li>Maintain alternate housing locations</li> <li>Maintain reduced Work Release (WR) and Camp capacities</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Regional Care Facilities</li> <li>Isolation and quarantine areas remain open</li> <li>Maintain alternate housing locations</li> <li>Maintain reduced WR and Camp capacities</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Regional Care Facilities</li> <li>Isolation and quarantine areas remain open</li> <li>Close/reduce alt. housing locations per programming/visitation needs</li> <li>Evaluate the continuing need for reduced WR and Camp capacities</li> </ul>	<ul style="list-style-type: none"> <li>Maintain Regional Care Facilities</li> <li>Isolation and quarantine areas remain open</li> <li>Establish new WR and Camp capacities</li> </ul>
<b>FOOD SERVICE</b>	<ul style="list-style-type: none"> <li>Food service with social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Food service with social distancing</li> </ul>	<ul style="list-style-type: none"> <li>50-75% of dining capacity</li> </ul>	<ul style="list-style-type: none"> <li>75-100% of dining capacity</li> </ul>
<b>HEALTH SERVICES</b>	<ul style="list-style-type: none"> <li>Follow Health Services guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Follow Health Services guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Follow Health Services guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Follow Health Services guidelines</li> </ul>