Sonoma County Sheriff’s Office
Detention Division

COVID-19
Communicable Disease
Implementation Overview

Sheriff Mark Essick
Updated: May 2021
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SCSO Communicable Disease Implementation

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Revised:

- 4.16.20
- 4.23.20
- 6.4.20
- 7.14.20
- 8.17.20
- 1.25.21
- 4.14.21
- 5.6.21
Purpose:
In the event of an outbreak of a serious communicable disease, the Sonoma County Sheriff’s Office Detention Facilities shall institute quarantine procedures in coordination with the State and Federal health officials, with the purpose of preventing the spread of disease.

Definitions:
- **Quarantine** - refers to the procedure of separating and restricting the movement of persons who were exposed to a contagious disease in order to quickly identify those who will or may become sick. The term *quarantine* is distinct from the term *isolation*.
- **Isolation** - refers to the procedure of separating a person who is already sick from others who are not ill in order to prevent the spread of disease.
- **Outbreak** - refers to the community spread of disease throughout several housing units within the facility.
- **Asymptomatic Inmates** - refers to an arrestee who does not show signs or symptoms but has affirmative answers to the intake screening and is recommended by the Detention healthcare provider for a hospital evaluation.
- **Symptomatic Inmates** - refers to inmates displaying symptoms of illness who the Detention healthcare provider will test for Influenza A&B. If negative, the healthcare provider will test them for COVID-19.
- **Inmates with a positive test for COVID-19** - Inmates will be housed in a negative air pressure cell. If and when all negative air pressure cells are occupied, inmates will be housed in the predetermined housing areas (FG/FA/FP or 401) for quarantine.
- **Commitments** - As of March 16, 2020, if future commitment turn in dates have been extended by court order. The defendant will need to appear in person to receive the order and will be advised of their future turn in date. If any issue arises, the Watch Commander will be notified.
- **Close contact with of someone with COVID-19** - someone who was within six feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.
- **Social Distancing** - the practice of increasing the space between individuals and decreasing their frequency of contact to reduce the risk of spreading a disease.
Procedure:

1. The Sonoma County Sheriff’s Office is prepared to implement four levels of quarantine:
   
   I. Individual
   II. Module
   III. Facility
   IV. Inter-Facility

2. The level of quarantine will be determined by the Wellpath medical designee or higher authority.

3. Isolation and quarantine shall be at the least restrictive level necessary to prevent the spread of a contagious or possibly contagious disease that poses a significant risk to public health.

4. Barring exigent circumstances, no new inmates shall be housed in a designated quarantine area.

5. The Sonoma County Sheriff’s Office is prepared to implement four levels of quarantine:

   V. Individual
   VI. Module
   VII. Facility
   VIII. Inter-Facility

6. The level of quarantine will be determined by the Wellpath medical designee or higher authority.

7. Isolation and quarantine shall be at the least restrictive level necessary to prevent the spread of a contagious or possibly contagious disease that poses a significant risk to public health.

8. Barring exigent circumstances, no new inmates shall be housed in a designated quarantined area.
### Levels of Quarantine

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<th>Level</th>
<th>Category</th>
<th>Description</th>
<th>Details</th>
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<tr>
<td>I</td>
<td>Individual</td>
<td>Exposed individuals booked into MADF or NCDF and housed in the designated “pre-test” modules</td>
<td>Quarantine of an exposed individual to include single cell housing, in-cell meals, restriction of movement, and separation from congregate activities for duration of incubation period.</td>
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<td>II</td>
<td>Module</td>
<td>An ill individual is identified in a single module</td>
<td>Quarantine of all inmates in a module with restriction of movement to within the module, and in-module meals for the duration of the incubation period.</td>
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<tr>
<td>III</td>
<td>Facility</td>
<td>Multiple ill individuals are identified in separate modules or areas</td>
<td>Quarantine of all inmates in an exposed facility in one facility to include restriction of movement to and from the facility for the duration of the incubation period.</td>
</tr>
<tr>
<td>IV</td>
<td>Inter-Facility</td>
<td>An ill individual is identified after movement between facilities during the infectious period</td>
<td>Quarantine of exposed inmates in multiple modules within multiple facilities with restriction of movement to and from the facilities/modules, and separation of exposed inmates from congregate activities.</td>
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Procedures for Level I

HOUSING: Pre-test modules.

HANDLING / RESTRICTIONS:
Any staff entering any exposed area is required to utilize universal precautions and wear provided personal protective equipment (PPE) to include gloves, eye protection, and N-95 mask. When an affected inmate is out of their cell in addition to gloves, eye protection and N-95 mask any staff in the quarantined area shall wear a protective gown. All inmates housed in exposed housing areas will not mix with other inmates and will be housed one inmate per cell.

All used PPE will be disposed of in a biohazard bag when leaving the module.

OUT OF CELL ACTIVITY (OCA):
OCA / shower- Inmates housed in the exposed housing areas will be provided one 30 minute round of out of cell activity per person daily. Out of cell activity durations are subject to change depending on the module occupancy. Quarantined inmates will be considered “No Mix” until advised otherwise by Classification and medical staff. The module bathroom in the dayroom intended for inmate use will be off limits.

CELL PROPERTY:
No restriction

COMMISSARY:
No restriction. Commissary purchased by an inmate in a quarantined area is to be placed in a paper bag and delivered to the inmate by the designated person.

CLOTHING EXCHANGE:
No restrictions. Operational procedures are to continue for clothing exchange. Staff will utilize universal precautions and wear PPE to include gloves, eye protection, protective gown and N-95.

CELL TO CELL CLEAN UP:
No restrictions. Inmates are to clean their assigned cells to the best of their ability. Refer to the Module Cleaning Protocols- COVID-19.

MEAL(S) SERVICE:
In a quarantined area, meals will be served by the deputy only. Inmates are to remain in their cell during meal service with meals served on a paper plate with a paper cup, and paper utensils. All items will be disposed of at the conclusion of each meal service and removed from the module. The module workers will not be utilized for meal services.

SEARCHES:
Searches shall follow standard safety precautions taken during cell searches and appropriate PPE utilized.

MEDICAL / MH ASSESSMENTS:
Standard practice. Assessments conducted at the cell with Deputy present.
PROGRAMS:
Inmates housed in an exposed module will not be eligible to enroll in programs for the duration of their housing assignment in an exposed module.

COURT / MOVEMENT:
Prior to any court appearance, Custody staff will consult with medical staff, the supervisor on duty, Courts, DA, and Public Defender to facilitate safe transportation to and from any scheduled court appearance as necessary. Prior to any movement of an inmate being transferred out of a quarantined unit for any reason other than being medically cleared from the quarantined housing area, the module deputy will advise the floor sergeant and Central Control to request a security movement lockdown. Responding staff will also be notified to ensure anyone in the affected area has proper the PPE.
Procedures for Level II:

In the event an ill individual is identified in a single module, module quarantine procedures apply.

**HOUSING:** To be determined on a case-by-case basis.

**HANDLING / RESTRICTIONS:**
Any staff entering any quarantined area is required to utilize universal precautions and wear provided personal protective equipment (PPE) to include gloves, eye protection, and N-95 mask. When an affected inmate is out of their cell in addition to gloves, eye protection and N-95 any staff in the quarantined area shall wear a protective gown. All inmates housed in quarantined housing areas will not mix with other inmates and will be housed one inmate per cell or bunk.

All used PPE will be disposed of in a biohazard when leaving the module.

**OUT OF CELL ACTIVITY (OCA):**
OCA / shower - Inmates housed in the quarantined module will be provided 30-minute rounds of out of cell activity per person on a continuous basis. Out of cell activity durations are subject to change depending on the module occupancy. Quarantined inmates will be considered “No Mix” until advised otherwise by Classification and medical staff. At the Main Adult Detention Facility, the module bathroom in the dayroom intended for inmate use will be off limits.

In the event that a unit at the North County Detention Facility is quarantined, barring exigent circumstances, no new inmates shall be housed in the quarantined area. Inmates will continue to wear a mask when off of their bunks and maintain social distancing when in common areas such as the dayroom, recreation yard and when using the showers and restrooms.

**CELL PROPERTY:**
No restriction

**COMMISSARY:**
No restriction. Commissary purchased by an inmate in a quarantined area is to be placed in a paper bag and delivered to the inmate by the designated person.

**CLOTHING EXCHANGE:**
No restrictions. Operational procedures are to continue for clothing exchange. Staff will utilize universal precautions and wear PPE to include gloves, eye protection, protective gown and N-95.

**CELL TO CELL CLEAN UP:**
No restrictions. Inmates are to clean their assigned cells or bunk to the best of their ability. Refer to the Module Cleaning Protocols- COVID-19.

**MEAL(S) SERVICE:**
In a quarantined module, meals will be served in cell and served on paper plate with a paper cup, and paper utensils. All items will be disposed of at the conclusion of each meal service in a biohazard and removed from the module. The module workers will not be utilized for meal services.
SEARCHES:
Searches shall follow standard safety precautions taken during cell searches and appropriate PPE utilized.

MEDICAL / MH ASSESSMENTS:
Standard practices shall be followed. Assessments conducted at the cell with deputy present.

PROGRAMS:
Inmates housed in an exposed module will not be eligible to enroll in programs for the duration of their housing assignment in an exposed module.

COURT / MOVEMENT:
Prior to any court appearance, Custody staff will consult with medical staff and the on duty supervisor, Courts, DA, and Public Defender to facilitate safe transportation to and from any scheduled court appearance as necessary. Prior to any movement of an inmate being transferred out of a quarantined module for any reason other than being medically cleared from the quarantined housing area, the module deputy will advise the floor sergeant, Central Control, and request a security movement lockdown. Responding staff will also be notified to ensure anyone in the affected areas has the proper PPE.
Procedures for Level III and IV:

Procedures for Level III and IV are the same as Level II. Refer to Level II procedures.

Jail-Based Competency (JBCT)

**HOUSING:** R-Module, “D” Dayroom, cells R39-50.

**OCA / SHOWER:**
Inmates housed in cells R39-50 will be provided one 30 minute round of out of cell activity per person daily. Out of cell activity durations are subject to change depending on the module occupancy. Quarantined inmates will be considered “No Mix” until advised otherwise by Classification and medical staff.

All quarantine procedures specified above in Procedures for Level II apply for inmates enrolled and housed in the Jail-Based Competency Treatment (JBCT) program housing area. Barring exigent circumstances, no new inmates shall be housed in a designated quarantine area. For Daily Operations refer to Mental Health Program Director (707) 565-1564.
Procedures for an Exposed Module

In the event an ill individual has been identified in a solitary module and has been transferred out of the module to isolation, the following module procedures apply for an exposed module.

**HOUSING:** To be determined on a case-by-case basis.

**HANDLING / RESTRICTIONS:**
Any staff entering any exposed module is required to utilize universal precautions and wear provided personal protective equipment (PPE) to include gloves, eye protection, and N-95 mask. All inmates housed in exposed housing areas will not mix with other inmates and will be housed one inmate per cell. Janitorial staff will clean and disinfect common areas to include the dayroom, telephones, counter tops, and door handles at least once per shift. Module workers and staff will frequently clean high contact surfaces throughout the day. Barring exigent circumstances or releases, no new inmates shall be housed or transferred from the exposed module.

All used PPE will be disposed of in a biohazard when leaving the module.

**OUT OF CELL ACTIVITY (OCA):**
OCA / shower - Inmates housed in the exposed module will be provided continuous rounds of out of cell activity. Out of cell activity durations are subject to change depending on the module occupancy. Inmates housed in the exposed module will be considered “No Mix” until advised otherwise by Classification and medical staff. The module bathroom in the dayroom intended for inmate use will be off limits.

At any time an inmate is out of their cell, they are required to wear a mask that has been provided to them.

**CELL PROPERTY:**
No restrictions

**CLOTHING EXCHANGE:**
No restrictions. Operational procedures are to continue for clothing exchange. Staff will wear provided PPE to include gloves, eye protection and N-95 mask when handling inmate clothing.

**CELL TO CELL CLEAN UP:**
No restrictions. Inmates are to clean their assigned cells to the best of their ability. Refer to the Module Cleaning Protocols- COVID-19.

**COMMISSARY:**
No restrictions. Commissary purchased by an inmate in an exposed module is to be placed in a paper bag and delivered to the inmate by the designated person.

**MEAL(S) SERVICE:**
In an exposed module, meals will be served by the deputy only. Inmates are to remain in their cell during meal service with meals served on paper plate with a paper cup, and paper utensils. All items will be disposed of at the conclusion of each meal service and removed from the module. The module workers will not be utilized for meal services.
SEARCHES:
Searches shall follow standard safety precautions taken during cell searches and appropriate PPE utilized.

MEDICAL / MH ASSESSMENTS:
Standard practices shall be followed. Assessments conducted at the cell with deputy present.

PROGRAMS:
Inmates housed in an exposed module will not be eligible to enroll in programs for the duration of their housing assignment in an exposed module.

COURT / MOVEMENT:
Prior to any court appearance, Custody staff will consult with medical staff and the on duty supervisor, Courts, DA, and Public Defender to facilitate safe transportation to and from any scheduled court appearance as necessary. Prior to any movement of an inmate being transferred out of a quarantined module for any reason other than being medically cleared from the quarantined housing area, the module deputy will advise the floor sergeant, Central Control, and request a security movement lockdown. Responding staff will also be notified to ensure anyone in the affected areas has the proper PPE.
Incoming Arrestee

The Main Adult Detention Facility has implemented a pre-test and post-test housing plan for all incoming arrestees. The purpose of implementing pre-test and post-test reception units is to mitigate potential exposure from any incoming arrestee who may produce a positive COVID-19 test. Medical staff evaluates and completes daily temperature checks for every inmate housed in a reception unit and for every inmate under the COVID-19 isolation protocol.

All new arrival inmates complete the entire booking process that includes a medical and mental health evaluation. Classification staff will conduct an interview and advise the inmate that they will be housed in a pre-test reception unit, classified as a “No-Mix” and will not have contact with any other inmates until their COVID-19 test results have been received.

Medical staff schedule all recently housed inmates to complete a COVID-19 test within 3-5 days of arrival. Once the inmate has been tested and their results have returned, custody staff will be notified and classification staff will review the potential housing options for the inmate. If the inmate’s test results return negative and the inmate has been evaluated and cleared by medical staff, classification staff will re-house the inmate in a post-test reception unit, medical staff will continue to take the inmate’s temperature to ensure no symptoms develop after their test. This will continue until the inmate has reached their 15th day since arrival.

If the inmate’s test results return positive, medical staff will advise custody staff that the inmate is to be housed in a respiratory isolation cell until the determined isolation period has been completed. Medical staff shall confirm all housing clearances prior to re-housing inmates from the pre-test reception unit and those who have produced a positive COVID-19 test.

If an inmate refuses to submit a COVID-19 test, they will remain housed in the pre-test reception unit for sixteen days. During those sixteen days, the inmate will participate in daily medical evaluations. Upon completion of the sixteen-day isolation period, if the inmate has not shown any signs or symptoms of COVID-19 and has not had a temperature of 100 degrees or higher, medical staff will notify custody staff and the inmate may be evaluated for a new housing location.
SONOMA COUNTY SHERIFF’S OFFICE
COVID-19 INTAKE QUESTIONNAIRE

Arrestee/Inmate’s Name: ________________________________ Date: ________________

1. Have you been tested for COVID-19?  YES☐  NO☐
   Date tested ________________________________
   City/County tested ________________________________
   Results ________________________________________

2. Have you been in contact with anyone with a known or suspected case of COVID-19 virus?  YES☐  NO☐
   If yes:
   When? ________________________________
   Where? ________________________________
   Who? ________________________________

3. Have you had any of the following symptoms?  YES☐  NO☐
   • Fever of 100 degrees or higher
   • Shortness of breath
   • Runny nose in the absence of known allergies
   • Severe fatigue
   • Diarrhea/ stomach cramps
   • Cough
   • Sore throat
   • Unusual headaches
   • Chills
   • Loss of smell or taste

For any Arrestee/Inmate answering YES to either of the above questions:

STOP INTAKE IMMEDIATELY
NOTIFY THE SERGEANT AND MEDICAL STAFF AND FOLLOW PROCEDURES RELATED TO COVID-19

Initiating Deputy: ___________________________ Medical Staff: ___________________________

** Once completed, this form is to be filed with the Arrestee/Inmate’s intake paperwork**
SONOMA COUNTY SHERIFF’S OFFICE
COVID-19- INTAKE PROCEDURES

Following are the procedures related to COVID-19 screening that are in effect at the Sonoma County Main Adult Detention facility for receiving arrestees.

1. All arrestees will be screened by correctional deputies and medical staff in the vehicular sally port or in the case of a remand, in the court office, using the COVID-19 Intake Questionnaire.

2. Prior to making contact with the arrestee, The Booking Deputy is required to don personnel protective equipment (PPE) to include eye protection, gloves and an N-95 mask.

3. If there are “Yes” answers to the COVID-19 Intake Questionnaire, the correctional deputy performing the screening shall start in motion the following actions:
   - Immediately notify the Booking Sergeant.
   - Anyone present in the vehicular sally port will immediately initiate universal precautions including the use of personal protective equipment including gloves, masks (N-95), and eye protection. This includes all persons in the area: Detention staff, arresting officers, medical staff, civilian staff, and any arrestees.
   - The arrestee in question will be issued a surgical mask.
   - If medical staff determine the arrestee requires hospital clearance, the arrestee will not be accepted into the Sheriff’s Office custody. Medical staff will contact the hospital to notify them of the circumstances before the arrestee is transported and remain in communication with the hospital in the event the arrestee is cleared for booking.
   - The arresting officer will determine if the arrestee will be transported via patrol car or ambulance.
   - If transportation is to be completed via ambulance, the arrestee may be temporarily transferred to the negative airflow holding cell BK-1 with the understanding that we are not accepting custody. The Booking Sergeant is responsible for communicating this to the arresting officer.
   - If the arrestee requires hospitalization, the arresting agency is responsible for providing the hospital guard until the arrestee has been booked.
   - Once the arrestee has left the facility, janitorial staff will be responsible for sanitizing any areas where the arrestee was held. In the event this occurs when janitorial staff are not on duty, the on call janitorial schedule shall be used call janitorial staff in.
   - In the event that a housed inmate shows signs of COVID-19, Detention managers will work with medical staff to develop contingency plans to quarantine that housing area as necessary.
   - If a newly booked inmate suspected of having COVID-19 needs to be housed, they will be housed in a respiratory isolation negative airflow cell.
   - Commitments-. Future commitment turn in dates have been extended by court order. The defendant will need to appear in person to receive the order and will be advised of their future turn in date. If any issue arises, the Watch Commander shall be notified.
SONOMA COUNTY SHERIFF’S OFFICE
DETENTION DIVISION
COVID-19 STAFF EVALUATION GUIDELINES

1. In the last 24 hours, have you been in contact with anyone with a known case of COVID-19 virus?
2. Have you had any of the following symptoms?

- Fever of 100 degrees or higher
- Shortness of breath
- Runny nose in the absence of known allergies
- Severe fatigue
- Diarrhea/ stomach cramps
- Cough
- Sore throat
- Unusual headaches
- Chills
- Loss of smell or taste

If the employee indicates that they have not experienced any of the above symptoms or had direct contact with a confirmed or presumptive COVID-19 individual in the past 24 hours, the designated screener will take the employee’s temperature to confirm it is not above 100 degrees Fahrenheit.

a) If the employee’s temperature is at or above 100, the employee should be sent home.

b) If the employee’s temperature is below 100 they may enter the facility and start their shift.

If the employee refuses to participate in any part of the screening process, the employee should be sent home.

Please remember to follow CDC guidelines (hand washing, social distancing, cough into elbow) to prevent community spread of COVID-19. Always use PPE when necessary. If at any time during the course of their shift the employee begins experiencing the symptoms listed above, they should notify their supervisor and go home immediately.

- Avoid close contact with people who are sick.
- Stay home when you are sick, except to get medical care.
- Cover your coughs and sneezes with a tissue.
- Clean frequently touched surfaces and objects daily (e.g., tables, countertops, light switches, doorknobs, and cabinet handles) using a regular household detergent and water.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. And always wash your hands with soap and water if your hands are visibly dirty.

Updated 7.14.20
**Mask/Face Covering Definitions**

**Face Covering:** Cloth face coverings are not surgical masks or N-95 respirators. A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

**Surgical Mask:** Loose-fitting disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. A surgical mask is meant to block large-particle droplets, splashes, sprays or splatter that may contain viruses or bacteria. NOT intended to be used more than once and are NOT to be shared.

**N-95 Mask:** Respiratory protective device designed to achieve a very close facial fit and very efficient filtration of airborne particles. The edges of the respirator are designed to form a seal around the nose and the mouth. NOT to be shared or reused.

**Face Shields:** A mask, typically made of clear plastic, that protects the mucous membranes of the eyes, nose, and mouth during patient-care procedures and activities that carry the risk of generating splashes of blood, body fluids, excretions, or secretions. **The face shield should cover the forehead, extend below the chin, and wrap around the side of the face.**
Inmate Face Coverings

Purpose:
To provide all Sonoma County Sheriff’s Office inmates an additional level of protection to prevent the spread of COVID-19.

Definitions:
- **Face Covering**: cloth face coverings are not surgical masks or N-95 respirators. Coverings fashioned from common materials and used as an additional public health measure.

Procedure:
Face coverings will be issued to every Sonoma County Sheriff’s Office inmate. It is mandatory that every inmate wear the face coverings. Face coverings are not to be shared.

1. Designated staff will distribute face coverings to each inmate. This is mandatory for all inmates to receive face coverings.
2. Upon being housed, the inmate will receive a minimum of two face coverings during the dress in process in booking.
3. Face coverings are to be laundered and re-distributed to inmates once a week during the housing location’s scheduled clothing exchange.
4. Inmates are to adhere to guidelines by always wearing a face covering.
5. The inmate is responsible for their own face coverings. It is mandatory that the inmate will wear face coverings any time they are out of their cell or off of their bunk. This includes, transfer, attending court, during the release process, or any time are unable to maintain six feet of social distancing. Inmates do not have to wear a mask while they eat their meals from meal service. Face coverings are not to be left unattended in the dayroom or other common areas.
6. If at any time a face covering has been left unattended, the face covering will be considered contaminated and staff will adhere to the Contaminated Laundry policy.
7. If an inmate misplaces their face covering, all efforts will be made to locate the covering. If the inmate and Correctional Deputy are unable to locate the face covering, a new face covering will be issued to the inmate at the earliest convenience. The Correctional Deputy will make an entry into the inmate’s management notes.
8. Inmates are not to share face coverings. Inmates who share a cell with another inmate are to be extra cautious with keeping track of their own face coverings.
9. If an inmate destroys, alters, tampers with or uses the face covering for anything other than its intended purpose, follow department policies and Inmate Rules of Conduct and Discipline, and remove the object from the inmate’s possession.
10. If an inmate refuses to wear the face covering while out of their cell or off of their bunk, this will result in a rule violation and the inmate will remain in their cell or on their bunk until they follow face covering guidelines.
11. If medical or custody staff requires an inmate to utilize any other type of respirator or protective gear other than a face covering, protocols will be adhered to.
12. In the event of an outbreak of a serious communicable disease, refer to the *Communicable Disease Implementation Overview*.
13. While inmates are housed in a safety cell or sobering cell, they will NOT be issued a face covering. Once the inmate has been removed from the safety or sobering cell, they will immediately receive a face covering.
14. When an inmate is released from custody, they are allowed to keep of their face coverings upon release.
April 9, 2020

To: All Sheriff’s Office Employees

From: Sheriff Mark Essick

Regarding: Temporary Emergency Policy on Face Coverings

The Sheriff’s Office has received guidance from the Public Health Officer of Sonoma County that highly recommends First Responders wear protective face coverings while engaged with the public to prevent the spread of the COVID-19 virus. Pursuant to that recommendation, I am invoking a temporary emergency policy to protect our staff and the public by making the wearing of protective face coverings mandatory while engaged with the public and certain other activities as described below. This policy will remain in effect until I rescind it. If this policy applies to you and you have questions about your particular assignment, please consult with your supervisor or manager. This is a general office-wide policy; staff in the Detention Division will have a specific implementation protocol with further instructions forthcoming.

Effective April 10, 2020, all employees will wear a face covering while performing essential tasks or while in the course of employment with limited exceptions including:

- Employees shall wear a face covering while contacting members of the public or any other public interaction during the course of their duties.
- When not in public, such as inside Sheriff’s Office buildings, employees shall wear a face covering if they cannot maintain 6 feet of social distancing. If 6 feet or more of social distancing can be maintained, the wearing of a face covering is optional.
- Masks/Coverings do not need to be worn when in an office alone, or in a vehicle alone.
- Masks/Coverings do not replace the previous direction on the use of N95 masks. N95’s will still be available for staff who work in the field and in Detention. If there are availability issues with N95 masks, report that information to a supervisor immediately.
  - N-95 masks should still be used when contacting high-risk individuals or in any situations where maximum protection is necessary.
- Masks will be provided to all employees as needed to comply with this policy.
- Masks should be properly disposed of after use.
• Personal face coverings may be used with the following considerations:
  o They are form fitting to cover the nose and mouth
  o They are affixed to the face using some type of elastic band or connecting device (not tied in a knot)
  o They are free of any logos or design
  o They are a solid color preferably black, white, or gray.
  o Personal face coverings will be washed/disinfected/maintained by employees on a regular basis.
  o Bandanas are not permitted

• Personal face covering or reusable face coverings should adhere to the following guidelines for reuse:
  o Worn only by one person.
  o Fitted carefully to prevent frequent adjustment. Practice strict hand washing before and after touching and adjusting the face covering or mask.
  o Washed frequently, ideally after each use, or at least daily;
  o If you must re-wear your cloth face covering before washing during the day, wash your hands immediately after putting it back on and avoid touching your face.
  o Discard if it no longer covers the nose and mouth, if it is stretched out or damaged and cannot stay on the face or has holes/tears in the fabric.
Booking Intake Face Masks-Arrestee

1. Once the arrestee has been medically evaluated and cleared to enter the facility, the Deputy completing the booking intake will provide the arrestee with a surgical mask before entering the Pedestrian sally port.

2. The arrestee will wear the surgical mask anytime they are not in a holding cell to include during interviews and while being fingerprinted.

3. Upon housing, the inmate will receive a minimum of two face coverings during the dress in process in booking.

- **Surgical Mask** - loose-fitting disposable device that creates a physical barrier between the mouth and nose of the wearer and potential contaminants in the immediate environment. A surgical mask is meant to block large- particle droplets, splashes, sprays or splatter that may contain viruses or bacteria. NOT intended to be used more than once and are NOT to be shared.
Masks Upon Release

All Sonoma County Sheriff’s Office inmates are issued face coverings as an additional level of protection to prevent the spread of COVID-19 while in our custody.

Upon release, the Detention Division will provide all inmates with a face covering as well as information regarding the order given by the Public Health Officer mandating all individuals wear a face covering while in public. See below for information given to all inmates released.

**COVID-19 Order of the Health Officer: Facial Coverings**

- All persons shall wear facial coverings before they enter any indoor facility besides their residence, any enclosed open space, or while outdoors when the person is unable to maintain a six-foot distance from another person at all times.
- This Order does not apply when the person is driving alone or with members of their households, unless the windows in the vehicle are lowered to interact with first responders, food service workers, or other persons who are not members of their households. Persons should refrain from purchasing medical-grade masks, such as surgical masks and N95 respirators; those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders coming into contact with infected persons.
- Facial coverings means any fabric or cloth that covers the mouth and nose. The facial covering can be made using household items (including scarves, bandanas, t-shirts, sweatshirts, towels, turtlenecks, or other fabric), can be sewn by hand, or factory-made.

**COVID-19 Orden del Oficial de Salud: Recubrimientos Faciales**

- Todas las personas deben usar cubiertas faciales antes de ingresar a cualquier instalación interior además de su residencia, a cualquier espacio abierto cerrado o al aire libre cuando la persona no puede mantener una distancia de seis pies de distancia de otra persona en todo momento.
- Esta Orden no se aplica cuando la persona conduce sola o con miembros de sus hogares, a menos que las ventanas del vehículo se bajen para interactuar con los socorristas, los trabajadores de servicios de alimentos u otras personas que no son miembros de sus hogares. Las personas deben abstenerse de comprar máscaras de grado médico, como máscaras quirúrgicas y respiradores N95; Esos son suministros críticos que deben seguir siendo reservados para los trabajadores de la salud y otros equipos de primeros auxilios médicos que entren en contacto con personas infectadas.
- Recubrimientos faciales significa cualquier tela o tela que cubra la boca y la nariz. El recubrimiento facial se puede hacer con artículos del hogar (como bufandas, pañuelos, camisetas, sudaderas, toallas, cuellos de tortuga u otras telas), se puede coser a mano o hacer.
Intake Procedures- Remands and Commitments

COVID

The following procedures are related to the COVID-19 medical screenings that are in effect at the Sonoma County Main Adult Detention facility and the North County Detention facility for receiving arreestees, remands from court and commitments.

Remand Procedure:

1. In the case of a remand, all arrestees will be screened by correctional deputies and medical staff in the remand court office, using the COVID Intake Questionnaire.
2. Prior to making contact with the arrestee, the correctional deputy is required to don personnel protective equipment (PPE) to include a face shield, gloves and a face covering. If the arrestee does not have a face covering, one will be provided to them immediately.
3. Medical staff will medically evaluate (take temperature) the arrestee before entering the remand sally port.
4. If there are “Yes” answers to the COVID Intake Questionnaire, the correctional deputy performing the screening shall start in motion the following actions:
   - Immediately notify the Booking Sergeant.
   - Anyone present in the remand court office will immediately initiate universal precautions including the use of personal protective equipment including gloves, face coverings, and eye protection. This includes all persons in the area.
   - The arrestee will not be accepted into the facility unless approved and cleared by both medical staff and a Detention Sergeant.
   - If medical staff determines the arrestee requires hospital clearance, the arrestee will not be accepted into the facility. Medical staff will contact the hospital to notify them of the circumstances before the arrestee is transported and remain in communication with the hospital in the event the arrestee is cleared for booking.
   - Patrol will be contacted to transfer the arrestee to the hospital for a medical clearance. Patrol will determine if the arrestee will be transported via patrol vehicle or ambulance.
   - Janitorial staff will be responsible for sanitizing and disinfecting the area where the arrestee was held.
5. Once the arrestee has been cleared to enter the facility, they will be escorted to the appropriate area. All protocols related to COVID will be adhered to.
Commitment Procedure:

1. In the case a defendant has a commitment turn in date ordered by the courts, all defendants will be screened by correctional deputies and medical staff in the lobby using the COVID Intake Questionnaire.
2. Prior to making contact with the defendant, the correctional deputy is required to don personnel protective equipment (PPE) to include a face shield, gloves and a face covering. If the defendant does not have a face covering, one will be provided to them immediately.
3. Medical staff will medically evaluate (take temperature) the defendant before entering the facility.
4. If there are “Yes” answers to the COVID Intake Questionnaire, the correctional deputy performing the screening shall start in motion the following actions:
   - Immediately notify the Booking Sergeant.
   - Any civilians present in the lobby will be asked to exit the lobby until further notice. Detention Specialists or staff working in the lobby will immediately initiate universal precautions including the use of personal protective equipment including gloves, face coverings, and eye protection.
   - The defendant will not be accepted into the facility unless approved and cleared by both medical staff and a Detention Sergeant.
   - If medical staff determines the defendant requires a hospital clearance, the defendant will not be accepted into the facility.
   - If the defendant is not accepted into the facility, the Watch Commander will be notified and the defendant will be asked to leave and will be advised to follow up with their Public Defender to receive a new turn in date.
   - Janitorial staff will be responsible for sanitizing and disinfecting the area where the individual was held.
5. Once the defendant has been cleared to enter the facility, they will be escorted to the appropriate area. All protocols related to COVID will be adhered to.
Lobby Procedure
COVID

Purpose:
The Sonoma County Sheriff’s Office Detention Division has developed protocols for public access to both the Main Adult Detention Facility and the North County Detention Facility lobbies. These protocols are in place to prevent community spread of COVID. All protocols adhere to any executive orders from the Governor or Public Health Officer. All protocols are subject to change based on the status of the COVID pandemic.

Definitions:
- **Asymptomatic** refers to an individual who does not show signs or symptoms but has affirmative answers to the medical screening and is recommended for a further medical evaluation.
- **Symptomatic** refers to individuals displaying symptoms of illness

Procedures:
- At any time a visitor is to enter the lobby, they must adhere to all CDC and department guidelines to include social distancing, wearing of a face covering and washing hands with soap and water or using hand sanitizer.
- When a visitor is requesting to enter the facility to attend a non-contact visit, they will be required to complete a self-assessment to include taking their own temperature and answering screening questions. Lobby staff will direct visitors to review the screening questions and verify that the visitor’s temperature is 100 degrees Fahrenheit or lower. Visitors who are symptomatic will be asked to leave the lobby and return when they are no longer symptomatic.
- **Lobby occupancy will be no more than 10 people in the lobby at one time.**
- In the event that the lobby has reached full occupancy and a visitor is asked to remain outside until space is available, they are to continue to follow CDC and department guidelines while waiting.
- Lockers will not be available for public use.

Cleaning and Disinfecting Surfaces:
Enhanced janitorial services (ABM) will clean and disinfect the lobby daily to include common areas such as the public bathroom, counter tops, door handles, payment portals, telephones and furniture.
DNA & Book, Print, Release (BPR) Procedures

COVID

Following are the procedures related to COVID screening that are in effect at the Sonoma County Main Adult Detention Facility and the North County Detention Facility for individuals required to report to the lobby in order to submit their fingerprints and/or DNA.

All individuals entering the lobby to submit fingerprints and/or DNA will be by appointment only. There will be no more than one individual scheduled per hour.

Staff will utilize a face covering and gloves when collecting an individual’s fingerprints and/or DNA.

Procedure:

1. When an individual has a scheduled time to report to the lobby in order to comply with the BPR and/or DNA collection, they must adhere to all of Sonoma County Sheriff’s Office Detention Division protocols related to COVID.
2. The individual is to self-asses prior to entering the lobby.
3. All individuals who enter the lobby are required to wear a face covering.
4. Once the individual has entered the lobby, the lobby clerk will direct the individual to wash their hands or to apply provided hand sanitizer.
5. The individual will complete a self-evaluation to include a self-temperature check as well as review of medical screening questions.
6. The following will be confirmed by the lobby clerk:
   a. Temperature is 100 degrees Fahrenheit or lower
   b. Medical screening questions have been review with no “yes” answers
7. If the individual answers “yes” to any of the medical screening questions, or has a temperature of 100 degrees Fahrenheit or greater, the individual will be asked to leave immediately and will be provided a letter stating the reason for denial.
8. Once the individual has been cleared to remain in the lobby, the lobby clerk will proceed with operational procedures related to receiving the individuals’ DNA and/or fingerprints.
9. Staff will direct the individual to turn their face away from staff once they remove their mask in order to collect the buccal swab. Upon completion of the buccal swab, staff will direct the individual to immediately place their mask on their face.
10. Detention Specialists will clean all equipment after each individual.
Sonoma County Sheriff’s Office
Detention Division
COVID-19 Visitor Screening Guidelines

1. In the last 24 hours, have you been in contact with anyone with a known case of COVID-19 virus? “Someone who was within 6 feet of an infected person for at least 15 minutes…”
2. Have you tested positive for COVID-19 within the past 14 days?
3. In the past 14 days, have you been directed by Public Health or a medical professional to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19 infection?
4. Have you had any of the following symptoms?
   - Fever of 100 degrees or higher
   - Shortness of breath
   - Runny nose in the absence of known allergies
   - Severe fatigue
   - Diarrhea/ stomach cramps
   - Cough
   - Sore throat
   - Unusual headaches
   - Chills
   - Loss of smell or taste

If the visitor indicates that they have not experienced any of the above symptoms or had direct contact with a confirmed or presumptive COVID-19 individual in the past 24 hours, the visitor will take their temperature. Lobby staff will verify that the visitor’s temperature is 100 degrees Fahrenheit or below.
   c) If the visitor’s temperature is at or above 100 degrees, the visitor will not be allowed to enter the facility for a visit.
   d) If the visitors’ temperature is below 100 degrees, they may enter the facility to attend their visit.

Please remember to follow CDC guidelines (hand washing, social distancing, cough into elbow) to prevent community spread of COVID-19.

**Face coverings are required at all times while in the facility.**
Module Cleaning Protocols

Refer to the following procedures when cleaning the pre-test, exposed and quarantined modules.

**Purpose**
The Sonoma County Sheriff’s Office Detention Facilities shall institute COVID-19 cleaning procedures in coordination with the State and Federal health officials and guidance from the Center for Disease Control and Prevention, with purpose of preventing the spread of the disease.

**Handling**
Janitorial staff, or designated cleaning professionals, will clean and disinfect common areas to include the dayroom, telephones, counter tops and door handles a minimum of once during day shift and once during swing shift. The cleaning times shall be documented on the Module Cleaning/Disinfecting Sign-off Sheet and/or documented in the activity log. It is the module deputy’s responsibility to coordinate with janitorial staff to ensure common areas are being cleaned and disinfected.

**Out of Cell Activity**
Module deputies will make every effort to allow out of cell activity consecutively for COVID-19 protocol inmates in efforts to allow effective cleaning and disinfecting procedures to the exposed areas. Cleaning and disinfecting protocols shall be completed frequently, however, it is not necessary to clean and disinfect in between each individual inmate’s out of cell activity time if they are monitored under the COVID-19 protocol. Janitorial staff, or designated cleaning professionals, will clean and disinfect common areas to include the dayroom, telephones, counter tops and door handles once all inmates who are monitored under the COVID-19 protocol have completed their allotted out of cell activity.

It is the module deputy’s responsibility to ensure that janitorial or designated cleaning professionals have cleaned and disinfected the exposed areas prior to allowing inmates who are not monitored under the COVID-19 protocol out of their cells.

**There is no mandatory downtime or delay that should impede the cleaning or disinfecting process. Once inmates monitored under the COVID-19 protocol have completed their out of cell activity, janitorial or the designated cleaning professionals can immediately begin to clean and disinfect.**

**Cell to Cell Clean Up**
The Deputy will be responsible for ensuring the cleaning supplies are available prior to the beginning of cell-to-cell cleanup. Each inmate is responsible for cleaning their own cells to the best of their ability. Inmates will be provided cleaning supplies to clean their cells. Upon completion, the module deputy is responsible for contacting janitorial staff to arrange for the use of the electrostatic sprayer. The module deputy shall ensure that all cleaning supplies used during cell-to-cell cleanup are disinfected.

**Module Workers**
At no point will module workers be utilized to clean areas that inmates who are monitored under the COVID-19 protocols have come in contact with.

**North County Detention Facility**
In the event that a unit is quarantined at the North County Detention Facility, janitorial staff, or designated cleaning professionals, will clean and disinfect common areas to include the dayroom, telephones, counter tops and door handles a minimum of once daily.

Inmates will be provided cleaning supplies and will be responsible for frequently cleaning and disinfecting their bunks, and other common areas in the unit, to the best of their ability. The module deputy shall ensure that all cleaning supplies used throughout the day are disinfected using the electrostatic sprayer.
Booking Cleaning Protocols

Refer to the following procedures when cleaning the booking area.

**Purpose**
The Sonoma County Sheriff’s Office Detention Facilities shall institute COVID-19 cleaning procedures in coordination with the State and Federal health officials and guidance from the Center for Disease Control and Prevention, with purpose of preventing the spread of the disease.

**Handling**
Janitorial staff, or designated cleaning professionals, will clean and disinfect common areas in booking to include the telephones, counter tops and door handles a minimum of once during day shift and once during swing shift. The cleaning times shall be documented on the Booking Cleaning/Disinfecting Sign-off Sheet.

Cleaning and disinfecting protocols shall be completed frequently. Janitorial staff, or designated cleaning professionals, will clean and disinfect exposed areas where an inmate or arrestee monitored under the COVID-19 protocols was housed. Cleaning and disinfecting includes disinfecting cells, telephones, counter tops and door handles once any inmate or arrestee, who is monitored under the COVID-19 protocol, has been removed and transferred to another housing location, or released.

It is the booking deputy’s responsibility to ensure that janitorial or designated cleaning professionals have cleaned and disinfected the exposed areas prior to allowing any other person into the exposed area.

**There is no mandatory downtime or delay that should impede the cleaning or disinfecting process. Once inmates or arrestees monitored under the COVID-19 protocol have been transferred out of their assigned housing in booking, janitorial or the designated cleaning professionals can immediately begin to clean and disinfect.**

**Inmate Workers**
While assigned to work in the booking area, inmate workers will be provided the appropriate PPE when necessary. At no point will inmate workers be utilized to clean areas that inmates or arrestees who are monitored under the COVID-19 protocols have come in contact with, to include the sally port and cells. Inmate workers will be used to conduct frequent cleaning on high contact surfaces throughout the booking area to include the staff restrooms, dress in showers and the pedestrian sally port. Booking deputies are responsible for supervising inmates.
Facility Cleaning Protocols

In addition to regular janitorial services, enhanced cleaning protocols have been implemented frequently throughout the facility. Refer to the following procedures when cleaning all areas of the facility.

**Purpose**
The Sonoma County Sheriff’s Office Detention Facilities shall institute COVID-19 cleaning procedures in coordination with the State and Federal health officials and guidance from the Center for Disease Control and Prevention, with purpose of preventing the spread of the disease.

**Handling**
Correctional deputies are responsible for escorting an inmate cleaning crew throughout the facility, a minimum of once on day shift and once on swing shift, to clean and disinfect high contact surfaces. Under the deputy’s supervision, the inmate cleaning crew is responsible for disinfecting all high contact surfaces throughout the facility such as, but not limited to, door handles, intercom call stations, counter tops (record’s release window) and elevators.

The Correctional deputy responsible for escorting the inmate cleaning crew shall document the times and locations throughout the facility that were disinfected on the Facility Cleaning Sign-off sheet located in SAM II’s office.

Inmate Visitation Cleaning Protocols

In person inmate visitation will be implemented in phases. These schedules are in place to prevent community spread of COVID-19. All schedules adhere to any executive orders from the Governor or Public Health Officer. All schedules are subject to change based on the status of the COVID-19 pandemic.

Inmates are responsible for cleaning their assigned visiting booth before and after their visit using the cleaning supplies provided in the housing unit. Face coverings shall be worn by both the inmate and the visitor(s) throughout the duration of the visit. If at any time a Deputy witnesses an inmate or visitor conducting a visit without a face covering, the Deputy will order the individual to wear their face covering. If the inmate or visitor(s) does not comply with the Deputy’s order to wear their face covering, the Deputy may terminate the visit.
Inmate Vaccinations
COVID-19

As of March 2021, the Sonoma County Sheriff’s Office Detention Division has implemented an inmate vaccination clinic program. Vaccines are available and offered to all inmates on a weekly basis, based on the provided supply amount. Vaccines are provided by the Sonoma County Department of Health Services Public Health Division. The administration of vaccinations will be conducted by Wellpath or in conjunction with a medical professional volunteer group. The vaccination clinics are typically held within the inmate housing module. All inmates are given the opportunity to participate in the vaccination clinic and may decline the offer. Depending on availability, inmates will be offered the Moderna, Pfizer, or Johnson and Johnson Janssen vaccination.

Inmate Surveillance Testing
COVID-19

As of August 2020, the Main Adult Detention Facility has implemented an Inmate Surveillance Testing program in attempt to mitigate the spread of COVID-19. The surveillance testing is available to all inmates and is conducted between days 3-6 of the inmate’s arrival into the facility. Refer to the “Incoming Arrestee” protocols in the Communicable Disease Implementation Overview for further information on surveillance measures. Sonoma County Public Health works in collaboration with WellPath medical professionals to process the surveillance tests. Once the tests have been collected, Public Health will communicate abnormal test results to WellPath between 24-72 hours the test was collected. Tests utilized during the surveillance testing are not self-administered and are administered by WellPath medical professionals.

Staff Surveillance Testing
COVID-19

As of January 2021, the Sonoma County Sheriff’s Office Detention Division implemented a self-administered surveillance-testing program for staff. Prior to January 2021, Public Health conducted surveillance testing for staff. Testing is conducted in attempt to mitigate the spread of COVID-19. The Detention Division works in collaboration with Color Health Inc. in order to obtain testing kits. Surveillance testing is offered to staff a minimum of twice a week. Test results from the self-administered test are typically received in less than 12 hours after the test was submitted. Employees who submitted a test will be notified of their results via email or text message. Any positive test results will be forwarded from Color to the Department of Public Health. Staff surveillance testing is available to all Detention Division employees as well as those who work in our facilities such as, but not limited to, Probation, WellPath, Trinity and other contract employers.