



ILLINOIS DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE
SPRINGFIELD 62702

COVID-19 RESPONSE

JB PRITZKER
Governor

ROB JEFFREYS
Director

Memorandum

To: *All Facilities*

From: *Camile Lindsay, Chief of Staff*
Steven H. Bowman, MD Acting Medical Director
John Eilers, Chief of Operations

Date: 07/27/2020

Subject: *COVID-19 Intra-Agency Transfers and County Jail/Detention Center Intakes*

As we continue our COVID-19 pandemic response, it has become necessary to enhance procedures regarding county jail/detention center intakes and intra-agency transfers. These enhancements are in addition to our normal screening procedures. The procedures are designed to provide additional safety measures for the staff and offender population. The Director of the Illinois Department of Corrections reserves the right to limit the number of transfers and modify or suspend the intake process as needed depending on the prevalence of active COVID-19 cases within IDOC correctional facilities to prevent the spread of infection.

Intra-Agency Transfers

- Unless approved by the Director or his specific designees, namely the Chief of Operations and Chief Medical Director, **all Intra-Agency transfers will be done directly, facility to facility.** There will be **no** facility to facility transfers conducted using a stop off/exchange points such as, but not limited to, another IDOC facility.
- Unless approved by the Director or his specific designees, namely the Chief of Operations and Chief Medical Director, multiple facility offender transfers will not be conducted using the same transport vehicle.
- Within 72 hours prior to the transfer, the offender will be moved to a designated area and a PCR COVID-19 test will be conducted.



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- The offender will remain in the designated area after the test and prior to transfer. While in the designated area, the offender will continue to be screened daily with a temperature reading and a verbal symptom checklist.
- If the offender becomes symptomatic or their COVID-19 test is positive, the transfer will be postponed. The facility procedures for COVID-19 positive offenders will be followed.
- If the COVID-19 test is negative, the transfer will proceed as scheduled. Upon arrival at the facility, the offender will be quarantined for 14 days.
- Intra-Agency transfers shall have a verbal wellness screening for COVID-19 symptoms completed no more than 12 hours prior to the date of departure. This screening shall include a documented temperature check.
- If a pending intra-agency transfer is symptomatic, he or she **shall** immediately be moved to an appropriately determined area for isolation and be evaluated by medical, mental health and administrative staff (as needed) and COVID-19 testing will be performed. **The receiving facility and TCO shall be contacted and advised the transfer will not occur.**
- Transfer vehicles shall leave the first-row seating behind the driver and security cage vacant, if equipped. Offenders will be masked prior to boarding the transport vehicle. Offenders **will not sit side by side/immediately next to each other** on the transfer vehicle. Offenders will be staggered in their seating formation as to not place one offender directly behind the other. A maximum of 12 offenders can be transported on a 50-passenger bus and a maximum of 10 offenders can be transported on a 46-passenger bus.
- Offenders will be provided with a clean surgical or KN-95 face mask.
- All offenders entering a facility will only be allowed through the main sally-port entry/exit. There shall be no offenders taken through other points of entry for these purposes.
- Upon arrival at the receiving facility, the offender shall be immediately temperature checked.
- The offender will immediately use handwashing stations/restrooms to clean their hands.
- The offender will be immediately supplied with a new face mask and the old face mask discarded according to current mask collection and disposal procedures.
- All offenders shall be quarantined at the receiving facility in the pre-designated area for 14 days prior to being assigned to a housing unit. Subject to availability, each offender in the pre-designated intake quarantine area should be housed as follows: preferably, in a single cell with solid walls and a solid door that closes; or, if that is unavailable, then in a single cell with solid



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walls but without solid doors; or, if that is unavailable, then with a cohort in a large, well-ventilated cell with solid walls, a solid door that closes fully, and at least 6 feet of personal space assigned to each individual in all directions; or, if that is unavailable, then with a cohort in a large, well-ventilated cell with solid walls and at least 6 feet of personal space assigned to each individual in all directions, but without a solid door; or, if that is not available, in single cells without solid walls or solid doors (i.e., cells enclosed entirely with bars), preferably with an empty cell between occupied cells creating at least 6 feet of space between individuals; or, if that is unavailable, then with a cohort in multi-person cells without solid walls or solid doors (i.e., cells enclosed entirely with bars), preferably with an empty cell between occupied cells creating at least 6 feet of space between individuals.

- Medical and Mental Health screening shall be conducted utilizing the following forms: DOC0090 Offender Health Status Summary; DOC0494 Screening for Sexual Victimization or Sexual Abuse; and DOC0379 Evaluation for Suicide Potential.

County Jail/Detention Center Intakes

- At the Director or his designee's sole discretion, the Illinois Department of Corrections will accept intakes from county jail/detention centers with or without COVID-19 positive cases; however, no current COVID positive offender will be accepted. The below criteria must be followed prior to accepting an offender at a Reception Center (R&C).
- Prior to transfer to an IDOC facility, the potential intakes must be quarantined for 14 days.
- Within 72 hours of the offender transfer from county jail/detention center, a COVID-19 PCR test shall be administered by the county Jail/detention Center. Documentation of a confirmatory negative result from a medical provider shall be sent with the offender on the transfer vehicle. IDOC will provide a form that shall be used to report this information. County jail/detention centers will be required to contact the Transfer Coordinators Office (TCO) by 3:00 pm on the business day prior to their delivery. The TCO shall confirm that the offender has been tested within the past 72 hours and received a negative confirmatory result. Confirmation of the negative test and certification that the offender has been quarantined since his test shall be submitted via email to the reception and classification center at DOC.NewOffender@Illinois.gov



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- The TCO will then notify each R&C of the scheduled transfer and advise them of the number of offenders who will be transported to their facility. This number will be based upon available space at the facility, adhering to social distancing and internal quarantine/isolation procedures.
- Offenders who are symptomatic upon arrival from the county jail/detention center will be tested on the transfer vehicle upon their arrival to the reception and classification center with a point-of-care test, such as the Abbott ID Now Test. If the test result is positive, the offender and any other offenders on the same county transportation unit **will not be accepted** by the IDOC R&C facility and will be returned to the county jail of origin. All transfers from county jail/detention centers **will be required** to show written proof of offender temperature checks by a trained healthcare provider, dated the same date an offender(s) is received at the IDOC R&C facility. The temperature check shall be documented on the DOC 0521 under the Medical Documents section for additional medical documents provided.
- All transfers shall have a verbal wellness screening by IDOC Medical Staff for COVID-19 symptoms completed on the transfer vehicle. This screening shall include a documented temperature check.
- All transfers from county jail/detention centers **will be required** to complete the DOC 0521, Custodial Transfer Summary.
- All offenders entering a facility will only be allowed through the main sally-port entry/exit. There shall be no offenders taken through other points of entry for these purposes.
- The offender will immediately use handwashing stations/restrooms to clean their hands.
- The offender will immediately be supplied with a new face mask and the old face mask discarded according to current mask collection and disposal procedures.
- The offender shall be interviewed by a Mental Health Professional (MHP). The MHP shall complete the DOC 0372, Mental Health Screening Form and if clinically indicated, flag the offender for further evaluation by an MHP.
- The offender shall undergo mental health testing, and where indicated, receive follow-up on mental health concerns as determined necessary by appropriate staff.
- Once the above procedures are completed, the offender shall be escorted to the designated quarantine housing unit. They will remain there for a quarantine period of **14 days**. In the event a COVID-19 positive result develops during the **14-day** quarantine period, **the 14 days shall start over for the housing unit.**



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- Men and women will be tested again 72 hours prior to the conclusion of the 14-day quarantine period before being transferred from the reception and classification center.