



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, Medical Director
John Eilers, Chief of Operations

Date: June 25, 2021

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 incarcerated 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. **It should be noted that any reference to “vaccinated” individuals refers to those that have received the vaccine and a minimum of two (2) weeks has passed from the date of their final vaccine dose.**

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 transfers will not be conducted using the same transport vehicle.
- Within 72 hours prior to the transfer, unvaccinated individuals will be moved to a designated area and a PCR COVID-19 test will be conducted. Vaccinated individuals will not need to be tested or quarantined prior to transfer.



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- The unvaccinated individuals will remain in the designated area after the test and prior to transfer. While in the designated area, unvaccinated individuals will continue to be screened daily with a temperature reading and a verbal symptom checklist.
- If the individual becomes symptomatic or their COVID-19 test is positive, the transfer will be postponed. The facility procedures for COVID-19 positive individuals will be followed.
- If the COVID-19 test is negative, the transfer will proceed as scheduled. Upon arrival at the facility, the unvaccinated individual will be quarantined for 14 days.
- Vaccinated individuals will not require the 14-day quarantine.
- 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.**
- Individuals will be masked prior to boarding the transport vehicle. A maximum of 25 individuals can be transported on a 50 -passenger bus and a maximum of 23 individuals can be transported on a 46-passenger bus.
- Individuals will be provided with a clean surgical or KN-95 face mask.
- All individuals in custody entering a facility will only be allowed through the main sally - port entry/exit. There shall be no individuals taken through other points of entry for these purposes.
- Upon arrival at the receiving facility, the individual in custody shall be immediately temperature checked.
- The individual in custody will immediately use handwashing stations/restrooms to clean their hands.
- The individual in custody will be immediately supplied with a new face mask and the old face mask discarded according to current mask collection and disposal procedures.
- All unvaccinated individuals 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 individual 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,



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then in a single cell with solid 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. Additional ice should be provided to individuals who are in cells with a solid door.

- 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. The below criteria must be followed prior to accepting an individual at a Reception Center (R&C).
- Prior to transfer to an IDOC facility, the potential intakes must be quarantined for 14 days.

Reception Center Intake Guidance

- All new intakes will undergo symptom checks, and temperature checks per current IDOC procedures.
- All new intakes must wear a well-fitting surgical mask at all times during the intake process.
- All new intakes will continue to observe social distance requirements of six feet per current IDOC procedures.
- Intake facility staff should review any medical records to obtain prior history of COVID infection, date of last COVID-19 tests, COVID vaccination status, date of COVID vaccination, and type of vaccine received.



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Unvaccinated Individuals at Intake

- Unvaccinated individuals who have negative COVID-19 tests within 72 hours upon arrival, will be quarantined for 14 days in a cohort group from the same sending facility. These individuals should be offered the Johnson and Johnson vaccine. If individuals are from the same county, they can be housed together in a cell.
- Unvaccinated individuals who have not been tested upon arrival, will undergo BinaxNow testing at the reception center prior to processing.
 - Individuals who test positive must be isolated for 14 days. A confirmatory PCR test should be obtained.
 - Individuals who test negative will be quarantined for 14 days. Unvaccinated individuals will be included in weekly Reditus reception facility surveillance testing.
- Upon transfer to the parent facility, all new unvaccinated intakes will be tested during the first and second weeks in the facilities surveillance testing.
- Within 72 hours of the transfer from county jail/detention center, a COVID-19 PCR test shall be administered by the county Jail/detention Center of all unvaccinated individuals.

Vaccinated Individuals at Intake

- Fully vaccinated individuals (two weeks or greater following final vaccine dose) do not require quarantine upon arrival and shall be housed separately as a cohort while being processed and classified at the reception center. If individuals are from the same county, they can be housed together in a cell.
- Fully vaccinated individuals do not require COVID-19 testing prior to transfer to a parent facility.
- Fully vaccinated individuals shall not require quarantine upon return from court or medical writ. If a court or medical writ requires a COVID test prior to the visit, the POC BinaxNOW COVID-19 antigen test shall be used.
- Fully vaccinated individuals shall be exempted from the routine COVID-19 surveillance testing.
- Fully vaccinated individuals will be tested if they have been identified as a close contact, a suspected case, or experience COVID-19 symptoms.
- A test is not required of an individual that has been vaccinated as long as they are not showing any signs or symptoms of COVID.



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- Documentation of a confirmatory negative result or proof of vaccination from a medical provider shall be sent with the individual 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 individual has been tested within the past 72 hours and received a negative confirmatory result or has received the COVID vaccine (2 weeks must of passed since the final shot). Confirmation of the negative test and certification that the individual has been quarantined since his test shall be submitted via email to the reception and classification center at DOC.NewOffender@Illinois.gov.
- The TCO will then notify each R&C of the scheduled transfer and advise them of the number of individuals 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.
- Individuals 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 IDNOW Test or BinaxNOW test. If the test result is positive, the individual shall be placed in isolation and any other individuals on the same county transportation unit shall be placed in quarantine. If the test is negative a confirmatory PCR test will be obtained, and the symptomatic individual shall be isolated as a person under investigation and evaluated by IDOC medical personnel. This will be required regardless of vaccination status. All transfers from county jail/detentioncenters **will be required** to show written proof of temperature checks by a trained healthcare provider, dated the same date an individual(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 individuals entering a facility will only be allowed through the main sally-port entry/exit. There shall be no individuals taken through other points of entry for these purposes.
- The individual will immediately use handwashing stations/restrooms to clean their hands.



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- The individual will immediately be supplied with a new face mask and the old face mask discarded according to current mask collection and disposal procedures.
- The individual 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 individual 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 individual 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.**
- Vaccinated individuals will not require the 14-day quarantine.
- Unvaccinated individuals will be tested again 72 hours prior to transfer from the reception and classification center to their respective parent institution.