

JJC Admissions and Quarantine Protocol

Date: 4/10/2020

COVID-19 Precautions

In order to reduce the risk of community spread of COVID-19, JJC has taken the necessary steps to help protect detained youth and the staff that work with them. Those steps include but are not limited to the following:

- Implemented no contact visits
- Restricted access to all non-essential personnel
- Minimize physical contact between youth and non-essential personnel
- When possible maintaining 6 feet distance at all times
- Increasing the frequency of cleaning and wiping down countertops, door handles and common areas
- Limiting the number of staff and youth involved in groups to a minimum and
- Steps outlined in the 3/18/2020 SFDPH **(attachment- 1, JJC COVID-19 Recommended Precautions)**

Admissions Process

- JJC staff shall ensure that all youth are issued and are wearing a mask prior to entering the building for booking. (SFPD Transporting Officers are also required to wear masks in the facility)
- During the booking process staff shall practice universal precautions including maintaining 6 feet distance at all times and keeping physical contact to a minimum.
- JJC staff shall work closely with DPH staff keep and follow the lead of DPH staff in regard to medical safety issues.
- JJC shall wear both mask gloves during the entire booking process.
- DPH shall provide JJC staff any other required safety equipment when deemed necessary.
- Staff shall ensure that all countertops, door handles and the Admissions Office in general is sanitized after every booking.
- DPH staff shall screen and determine youth that need to be assigned to the Isolation unit or quarantined

Isolation Unit Protocol

Guidelines for JJC staff:

At the time of Admission DPH staff shall determine if a youth needs to be quarantined. Once quarantine is determined, the youth shall be housed in Unit 1. **(Attachment -2, SPY Admissions COVID-19 Screen)**

Staff shall follow all DPH guidance as it pertains to the use of safety equipment such as the use of masks. In the event a youth is quarantined:

- Whenever possible, Counselors shall leave one room vacant in between assigned rooms. For example, on the bottom tier only rooms 1, 3 and 5 will be assigned. Rooms 2 and 4 shall be left vacant.
- Counselor can leave meal tray just outside youth's door, then open the door for youth to pick up tray once the counselor has stepped away. When youth is finished with meal, counselor can open the door for youth to place tray on floor just outside the room for counselor to pick up.
- Counselor should wear gloves when picking up meal tray after youth is finished. Counselor should wash their hands with soap and water (at least 20 sec) after removal of gloves.
- Counselors escorting youth off Unit 1 should wear their gloves and a mask.
- Counselors do not need to wear a mask but should remain at a distance (at least 6ft away) when youth (wearing a mask) comes out of their room (to go to courtyard, shower, or medical clinic).
- Management of laundry and food service utensils should be performed in accordance with routine procedures. There is no evidence to suggest that facility waste needs any additional disinfection.
- Wash hands thoroughly with soap and running water, or use an alcohol-based hand gel, after handling anything that the youth may have touched.
- Youth shall be required to thoroughly wash their hands with soap and running water before leaving their room and upon return to their room.

Phone Calls

- All instructions shall be given via intercom to the youth prior to coming out for his social call
- staff wiped down both detainee phones with sanitized wipes prior to use
- youth shall be instructed to wash their hands for at least 20 seconds prior to coming out of his room
- Staff shall provide youth with gloves. Youth must put gloves on prior to leaving their room and keep them on during the duration of the phone call.
- Youth shall be instructed to put on their mask and keep it on during the duration of the phone call
- after the completion of their phone call, the youth shall return to their room.
- staff then proceeded to wipe down both phones again
- In the event that youth are too ill to leave their room for a phone call, the Department shall provide a cell phone for use by the youth.
 - Cell phone shall be placed in clear plastic bag prior and placed in the youth's room.
 - Upon completion of phone call, youth shall place the phone by the door.
 - Staff shall retrieve the phone dispose of the plastic bag in designated trash can
 - The cell phone shall be disinfected and stored in predesignated area.

PLEASE NOTE THESE PROCEDURES ARE SUBJECT TO CHANGE. ANY SUCH CHANGE SHALL IMMEDIATELY BE POSTED AND MADE AVAILABLE TO STAFF.

Recreation Periods

- Youth assigned to the Isolation unit shall be afforded time outside of their rooms to conduct both social and Attorney/PO calls.
- Youth shall be given the opportunity to come out for recreation period in a predesignated area at least one time per shift. Youth shall be required to wear masks and gloves whenever they outside of their room.
- Youth shall be allowed recreation one at a time.
- Areas used by youth during their recreation time shall be thoroughly sanitized before and after their recreation period.
- Youth shall be instructed to respect social distancing between themselves and staff of at least 6'.
- Staff shall provide youth access to both reading and writing material.
- Staff shall provide schoolwork to youth during normal school hours.
- Staff are encouraged to award positive behavior with incentives such as access to merit center snacks and other available incentives.

EVACUATION OF ISOLATION UNIT

GENERAL PROCEDURES

During an emergency the Director or designee shall have total authority for decisions made affecting the facility, the emergency, and security of the campus. The Officer of the Day or designee shall notify each staff member of the situation using the radio and or telephone.

- Whenever possible JJC staff shall communicate with DPH staff before and after the evacuation
- During an emergency staff shall receive directions from the OD or designee on how to proceed.
- Staff shall instruct youth to put on all safety equipment such as gloves and mask before any unit evacuations can take place.
- Unlock all youth and evacuate them from their rooms, starting with the area closest to the emergency.
- Check all rooms to make sure all youth are accounted for.
- Staff shall leave all doors open, except in the case of fire.
- The evacuation of the isolation shall be to the nearest empty unit (for example U1 would evacuate to U2), or as directed by staff.
- Once staff and youth enter the new unit staff shall immediately secure all youth in an empty room following the room assignment protocol.
- Staff shall confer with Medical staff before and after the evacuation to ensure all DPH medical protocols are addressed.