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To: Juvenile Hall Staff

From: Bobby Uppal, Director of Juvenile Hall



Cc: Senior Counselors

RE: Room Clearance Protocol for Quarantine and Medical Isolation Units

1. Once a youth is released from an assigned room with or without positive COVID-19 test result, the youth's assigned room will be cleared of all items including linen, clothing, towels, papers, hygiene products, and books (all items except mattress).
2. All assigned room doors and walls should be free of graffiti. If a staff member observes graffiti on the assigned room door or walls, the youth is responsible for cleaning the surfaces prior to the youth's release from the facility.
3. After a youth is released, the assigned room will be placed "Out of Order" until it is fumigated by the Buildings & Grounds Division. The Buildings & Grounds Division is not responsible for removing garbage, linen, clothing, hygiene products, etc. from any assigned room.
4. Unit Staff are responsible for placing an "Out of Order" sign on the assigned room door and making a log notation in the logbook and on the room assignment sheet stating the room is "Out of Order" for cleaning purposes.
5. Unit Staff are responsible for notifying the Director by telephone at 3-7502 to report which assigned rooms are "Out of Order" so the Director can submit a COVID-19 cleaning request to the Human Resources and Buildings & Grounds Divisions.

Staff should not contact the Engineering Department for COVID clean up requests. All COVID cleaning requests need to be reported to the Director for documentation purposes.