

Memorandum

Date: June 19, 2020

To: Associate Directors, Division of Adult Institutions
Wardens

Subject: **COVID-19 MANDATORY 14-DAY MODIFIED PROGRAM (2)**

The California Department of Corrections and Rehabilitation's priority is to protect the health and well-being of our staff and the inmate population, as well as providing a safe environment. The purpose of the memorandum is to announce measures intended to reduce staff and inmate exposure to the Coronavirus (COVID-19).

Effective Monday, June 22, 2020, all institutions will implement a mandatory 14-day modified program. Each institution will be responsible for either creating or amending their current Program Status Report taking all of the following information into consideration:

- The entire institution will be affected, except for Restricted Housing Units, Correctional Treatment Centers, and Psychiatric Inpatient Programs, etc.
- Movement will be via escort - maintain increased physical distancing unless security would dictate otherwise (i.e. Administrative Segregation Unit placement). Movement will be in such a fashion as to not mix inmates from one housing unit with another housing unit
- Feeding – Cell feeding or one housing unit at a time, maintaining physical distancing and disinfecting tables and high touch areas between each use
- Ducats – priority only
- Visiting – none
- Family visiting – none
- Legal visits – urgent/emergency, via telephone or video conference where available. Board of Parole Hearings will continue with attorney contacts as required
- Workers – critical and porters. All workers shall use appropriate PPEs at all times
- Showers – maintain distancing and disinfect between each use per memoranda: *COVID-19 Guidance for Daily Program Regarding Social Distancing for Cell or Alternative/Dorm Style Housing of Eight Person Cohort* dated, May 11, 2020, and *COVID-19 Related Cleaning Protocols for Institutions* dated, April 8, 2020.
- Health care services – limited to essential clinical services including urgent/emergent and by priority ducats. When applicable, such as no inmate movement at all, conduct 7362 rounds in the housing units.
- Medication(s) distribution – Wardens, please work with your Chief Executive Officers and Chief Nurse Executives to establish a process. When applicable, conduct podium pass within the unit. If movement to the yard, canteen, and/or feeding in the dining halls continues, med pass shall be maintained at the pill windows, maintaining physical distancing and not mixing inmates from different housing units.

- Law Library – PLU or paging option while maintaining physical distancing in the library
- Dayroom—maintain reduced occupancy to ensure increased physical distancing
- Recreation - One housing unit/dorm at a time. Do not mix inmates from different units.
- Canteen is permitted - shall be conducted in a manner to ensure physical distancing. If unable to accommodate physical distancing, facilitate delivery method
- Packages are permitted
- Phone calls are permitted - ensure physical distancing and disinfect between each use
- Religious programs shall be cell front, or deliver materials to the housing unit/dorm/cells
- Educational materials to be provided either cell front, or to the dorm
- Request for Health Care Services Forms, CDCR-Form 7362, will be distributed and picked up in the housing units by staff

During this time, Community Resource Managers, Education Department staff, and others designated by the Warden shall facilitate the delivery of increased games, program materials, reading books, or other items to the housing units. Housing unit/dorm officers and supervisors are expected to conduct additional rounds, and spot checks of inmates in an effort to reduce self-harm and/or suicide attempts.

All institutions will be required to provide a copy of their Program Status Report, Part-A, to their respective Associate Director each day for this 14-day period. Institutions are expected to brief staff and inmate advisory committees on this directive as this modified program is currently only slated to be in effect for 14-days, through July 5, 2020.

Thank you for your continued efforts in managing this COVID-19 event. If you have any additional questions, please contact your respective Associate Director.



CONNIE GIPSON

Director

Division of Adult Institutions

cc: Kimberly Seibel
Charles Callahan
Patrice Davis
Justin Penney

Memorandum

Date: May 27, 2020

To: Associate Directors, Division of Adult Institutions
Wardens

Subject: **COVID-19 OPERATIONAL GUIDELINES MONITORING AND ACCOUNTABILITY**

The purpose of this memorandum is to provide expectations for monitoring and accountability of operational guidelines for the California Department of Corrections and Rehabilitation (CDCR) Division of Adult Institutions as it relates to our efforts to provide a safe and healthy environment during the statewide emergency caused by COVID-19.

During weekly inspection tours, Captains or area managers shall be required to fill out the attached COVID-19 TOUR CHECKLIST, in order to verify staff are following the COVID-19 protocols. This checklist will be completed to provide verification of compliance with relation to the following memoranda: *COVID-19 Guidance for Daily Program Regarding Social Distancing for Cell or Alternative/Dorm Style Housing of Eight Person Cohort* dated, May 11, 2020, and *COVID-19 Related Cleaning Protocols for Institutions* dated, April 8, 2020. The checklist shall be submitted to the respective Associate Director by noon on Monday for the preceding week. The following are items that will need to be taken into consideration when inspecting an area which include:

- Social distancing
- Wearing of mask (staff and inmates)
- Dorms and tent cohorts separated by six feet apart in all directions
- COVID-19 announcements
- Increased cleaning/disinfecting
- Poster Display
- Hand Sanitizer

Wardens shall ensure that shower schedules are created to ensure cleaning in between each use. For example, showers might be opened from 0800-0900, closed from 0900-0930 for cleaning, opened again at 1000-1100, then closed again at 1100-1130 for cleaning. Inmate porters shall clean showers, toilets and sinks between uses, and this cleaning activity shall be documented on the cleaning logs. Inmate porters must be provided ample cleaning supplies and protective equipment (including gloves and masks). This too must be documented on the cleaning logs.

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Additionally, when a cell or bunk is vacated, the assigned inmate porter shall be responsible for disinfecting the space. For restrictive housing units, this task will be performed by staff. The cleaning of vacated bunks will be documented on the cleaning logs. When cleaning, inmates and staff shall wear, at a minimum, gloves and masks.

Captains and area managers shall continue to review the cleaning logs on a weekly basis for the housing units and kitchens, etc. Every Monday by noon, Wardens shall submit the cleaning logs for the prior week to their respective Associate Director by uploading the information to the Mission SharePoint site. Associate Directors shall review the information to ensure compliance.

If you have any questions or concerns, please contact your respective Mission Associate Director.

Original Signed

CONNIE GIPSON
Director
Division of Adult Institutions

Attachments

cc: Kimberly Seibel
Patrice Davis

Memorandum

Date: April 8, 2020

To: Associate Directors, Division of Adult Institutions
Wardens

Subject: **COVID-RELATED CLEANING PROTOCOLS FOR INSTITUTIONS**

The California Department of Corrections and Rehabilitation's priority is to protect the health and well-being of our staff and the offender population as well as providing a safe environment. The purpose of the memorandum is to reduce staff and inmate exposure to the coronavirus (COVID-19) within our institutions by providing guidance on cleaning and disinfection protocols as recommended by the Centers for Disease Control and Prevention (CDC). Due to the current COVID-19 pandemic, and out of an abundance of caution, we are distributing information on best practices for cleaning and disinfecting your work areas.

According to the CDC definitions, retrieved March 3, 2020, from: <https://cdc.gov/Coronavirus/2019-ncov/comunity/organizations/cleaning-disinfection>:

Cleaning - refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

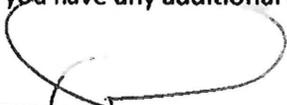
Disinfecting - works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

Staff are to ensure that assigned porters are thoroughly cleaning communal areas (dayrooms, showers, restrooms, offices, etc.) a minimum of twice per shift during second and third watches with the option to clean more often if needed. The area porters will initial the cleaning schedule template (see attachment) documenting the time it was complete. Staff will sign the sheet verifying that they have reviewed and ensured the additional cleaning was completed. As we increase our cleaning times, we must continue to practice social distancing when possible.

It is recommended staff increase the frequency in which they disinfect the touchpoints (i.e. telephones, tables, door knobs, desk areas, etc.) by using Sani Guard 24/7 in their work area. Once the Sani Guard has been applied to a surface, it should be allowed to set for 10 minutes to maximize its effectiveness.

Attached is essential information on the cleaning solutions used in the institutions, and dilution ratios for mixing Cell Block and Sani Guard 24/7.

If you have any additional questions, please contact your Mission Associate Director.



CONNIE GIPSON
Director
Division of Adult Institutions

***PROTOCOL: CLEAN AND DISINFECT for
emerging pathogen COVID-19***

Best Practices : CLEAN AND DISINFECT for emerging pathogen COVID-19

Option 1 -

CELL BLOCK 64 - Refer to label instructions for Adenovirus type7. Mix 8oz of CELL BLOCK 64 to one gallon of water. Apply to surface, lightly agitate and let disinfectant set on the surface for a minimum of 10 minutes, then wipe clean.

Option 2 -

Clean with Cell Block 64 at the normal dilution ratio of 2 oz per gallon of water (chemical dispensers are set to this ratio). Apply Cell Block 64, agitate and let set on surface for a minimum of 10 minutes and wipe dry. Apply SANI-GUARD 24/7 at 3 oz per 5 gallons of water (refer to Sani Guard 24/7 label instructions for H1N1). Allow disinfectant to remain wet on the surface for a minimum of 10 minutes and wipe off or let air dry.

Option 3-

Disinfect only - **PLEASE NOTE**, surface must be free of debris and clean before applying Sani Guard 24/7.

Refer to product label instructions for H1N1. Dilute 3oz of Sani Guard 24/7 to 5 gallons of water. Apply solution to non porous surfaces and remain wet for a minimum of 10 minutes. Wipe or let air dry.

CELL BLOCK 64 LABEL

Please review the entire bottle label before use.

From the Cell Block 64 Label:

SOLUTION (1.64) (680 ppm quat)	2 oz per gallon of water 4 oz per 2 gallons of water	8 oz per 4 gallons of water 10 oz per 5 gallons of water	12 oz per 6 gallons of water
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DIRECTIONS FOR USE

It is a violation of Federal law to use this product in a manner inconsistent with its labeling.

This product is not for use on medical device surfaces.

DISINFECTION (CLEANING/DEODORIZING DIRECTIONS): Remove heavy soil deposits from surface, then thoroughly wet surface with a use-solution of 2 ounces of the concentrate per gallon of water. Use 8 oz per gallon of water to kill Adenovirus Type 7.

The use-solution can be applied with a cloth, mop, sponge, or coarse spray; or by soaking. For sprayer applications, use a coarse spray device. Spray 6-8 inches from the surface, rub with a brush, cloth or sponge. Do not breathe spray. Let solution remain on surface for a minimum of 10 minutes. Rinse or allow to air dry. Rinsing of floors is not necessary unless they are to be waxed or polished.

Food contact surfaces must be thoroughly rinsed with potable water. This product must not be used to clean the following food contact surfaces: utensils, glassware and dishes.

(Continued directions for use)

CLEANING AND DISINFECTING HARD NONPOROUS SURFACES ON PERSONAL PROTECTIVE EQUIPMENT RESPIRATORS:

Preclean equipment if heavily soiled to ensure proper surface contact. Add 2 oz of this product to one gallon of water. Use 8 oz per gallon of water to kill Adenovirus Type 7. Gently mix for a uniform solution. Apply solution to hard, nonporous surfaces of the respirator with a brush, coarse spray device, sponge, or by immersion. Thoroughly wet all surfaces to be disinfected. Treated surfaces must remain wet for 10 minutes. Remove excess solution from equipment prior to storage. Comply with all OSHA regulations for cleaning respiratory protection equipment (29 CFR 1910.134).

From the Sani-Guard 24-7 Label:

Sani-Guard 24-7 is a hospital Disinfectant, Bactericidal according to the current AOAC Disinfectants Use-Dilution Method; Fungicidal according to the AOAC Fungicidal Test, and Virucidal* according to the virucidal qualification, modified in the presence of 5% organic serum against Bacteria:

Burkholderia cepacia
Campylobacter jejuni [Campylobacter]
Corynebacterium ammoniagenes
Escherichia coli [E. coli]
Escherichia coli pathogenic strain O157:H7 [pathogenic E. coli]
Klebsiella pneumoniae [Klebsiella]
Listeria monocytogenes [Listeria]
Pseudomonas aeruginosa [Pseudomonas]
Salmonella enterica [Salmonella]
Salmonella typhi [Salmonella]
Shigella dysenteriae [Shigella]

Staphylococcus aureus [Staph]
Staphylococcus aureus - Community Associated Methicillin-Resistant (CA-MRSA) [NRS123] [USA400]
Staphylococcus aureus - Methicillin-Resistant (MRSA)
Yersinia enterocolitica
Viruses
*Adenovirus Type 5
*Adenovirus Type 7
*Hepatitis B Virus [HBV]

*Hepatitis C Virus [HCV]
*Herpes Simplex Virus Type 1 [Herpes]
*Herpes Simplex Virus Type 2 [Herpes]
*Human Coronavirus
*Human Immunodeficiency Virus Type 1 [HIV-1] [AIDS Virus]
*Influenza A2 / Hong Kong Influenza Flu Virus
*Norovirus - Feline Calicivirus
*SARS Associated Human Coronavirus
*Yacouia Virus [Pox Virus]
Fungi:
Aspergillus niger
Trichophyton mentagrophytes

DILUTION:

Disinfection (1.213).....3 oz. per 5 gallons of water (450 ppm active quat)	Sanitizer (1.512).....1 1/4 oz. per gallon of water [1 oz per 4 gallons of water]
Sanitizer (1.256).....1 1/2 oz. per gallon of water [2 1/2 oz per 5 gallons of water] (400 ppm active quat)[1 1/4 oz per 5 gallons of water][200 ppm active quat]
	Sanitizer (1.640).....1 1/5 oz. per gallon of water [1 oz per 5 gallons of water] (150 ppm active quat)

DIRECTIONS FOR USE

It is a violation of Federal law to use this product in a manner inconsistent with its labeling.

DISINFECTION / VIRUCIDAL * / FUNGICIDAL / MOLD AND MILDEW CONTROL DIRECTIONS:

Add 3 oz. of Sani-Guard 24-7 per 5 gallons of water (or equivalent dilution) to disinfect hard, nonporous surfaces.

Before use in federally inspected meat and poultry food processing plants and dairies, food products and packaging materials must be removed from the room or carefully protected. When used on surfaces in areas such as locker rooms, dressing rooms, shower and bath areas and exercise facilities, this product is an effective fungicide against *Trichophyton mentagrophytes* (the athlete's foot fungus). Apply use-solution with a cloth, mop, sponge, sprayer or by immersion, thoroughly wetting surfaces. For sprayer applications, use a coarse spray device. Spray 6 - 8 inches from surface, rub with brush, sponge or cloth. Do not breathe spray.

Notes: For spray applications, cover or remove all food products.

Treated surfaces must remain wet for 10 minutes. Wipe dry with a clean cloth, sponge or mop or allow to air dry. Rinse food contact surfaces such as counter tops, tables, picnic tables, exteriors of appliances and/or stove tops with potable water prior to reuse. Do not use on glasses, dishes or utensils as a disinfectant. For heavily soiled areas, preclean first.



Memorandum

Date: March 25, 2020
To: CALPIA Healthcare Customers
From: California Prison Industry Authority • 560 East Natoma Street • Folsom, California 95630-2200
Subject: **SARS-CoV-2 Supplemental Communication**

CALPIA was notified by Lonza, LLC, manufacturer of components used in the production of Cell Block 64 and Sani-Guard 24-7, of the following:

On March 13, 2020 (updated March 19), EPA published an updated list N (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>) for disinfectant products with emerging viral pathogen and Human Coronavirus claims for use against SARS-CoV-2, the cause of COVID disease.

"Inclusion on this list does not constitute an endorsement by EPA. There may be additional disinfectants that meet the criteria for use against SARS-CoV-2. EPA will update this list with additional products as needed."

Lonza, LLC offers many registrations that were evaluated and accepted by EPA under the Emerging Viral Pathogen program (EVP) listed in Annex 1, and Human Coronavirus listed in Annex 2.

Key clarification:

Annex 1 listed products can make efficacy claims against SARS-CoV-2 in accordance with EPA's Emerging Viral Program.

Annex 2 listed products can be used against SARS-CoV-2 by people only when Annex 1 products are not available. Lonza has submitted Annex 2 products to the EPA to make efficacy claims against SARS-CoV-2 in accordance with EPA's Emerging Viral program. This communication will be updated when Annex 2 product reviews are completed and accepted by the EPA to make claims.

For any supplemental registration based upon any of these listed EPA registered products, customers may make off-label* communications in the following formats:

Cell Block 64 (HWS-64)

COVID-19 is caused by SARS-CoV-2, a novel coronavirus. Cell Block 64 kills similar viruses and therefore can be used against SARS-CoV-2 when used in accordance with the directions for use against Adenovirus type 7 on hard, non-porous surfaces. Refer to the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for additional information.

Sani-Guard 24-7 (BARDAC 205M-10)

COVID-19 is caused by SARS-CoV-2, a novel coronavirus. Sani-Guard 24-7 (BARDAC 205M-10) kills similar viruses and therefore can be used against SARS-CoV-2 when used in accordance with the directions for use against Norovirus on hard, non-porous surfaces. Refer to the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> for additional information.

If you have any questions, please contact CALPIA at chemicals@calpia.ca.gov.

*Label: The written, printed, or graphic matter on, or attached to, the pesticide or device or any of its containers or wrappers. (https://www.epa.gov/sites/production/files/2018-04/documents/chap-03-mar-2018_1.pdf)

ANNEX 1

NUGEN® MB⁵A Family	EPA Reg. #	Supporting Viral Claim
NUGEN® MB ⁵ A-256	6836-361	Norovirus (Norwalk Virus) or Rotavirus
NUGEN® MB ⁵ A -128	6836-362	Norovirus (Norwalk Virus) or Rotavirus
NUGEN® MB ⁵ A -64	6836-363	Norovirus (Norwalk Virus) or Rotavirus
NUGEN® MB⁵N Family	EPA Reg. #	Supporting Viral Claim
NUGEN® MB ⁵ N-256	6836-364	Norovirus (Norwalk Virus)
NUGEN® MB ⁵ N-128	6836-365	Norovirus (Norwalk Virus)
NUGEN® MB ⁵ N-64	6836-366	Norovirus (Norwalk Virus)
Lonzagard® RCS™ Family	EPA Reg. #	Supporting Viral Claim
Lonzagard® RCS-256 Plus	6836-349	Enterovirus D68 or Norovirus
Lonzagard® RCS-256	6836-346	Enterovirus D68 or Norovirus
Lonzagard® RCS-128 Plus	6836-348	Enterovirus D68 or Norovirus
Lonzagard® RCS-128	6836-347	Enterovirus D68 or Norovirus
Lonzagard® R-82 Family	EPA Reg. #	Supporting Viral Claim
Lonzagard® R-82	6836-78	Norovirus (Norwalk Virus)
Lonzagard® S-18	6836-77	Norovirus (Norwalk Virus)
Lonzagard® S-21	6836-75	Norovirus (Norwalk Virus)
Lonzagard® DC-103	6836-152	Norovirus (Norwalk Virus)
Lonzagard® R-82F	6836-139	Norovirus (Norwalk Virus)
Lonzagard® S-18F	6836-136	Norovirus (Norwalk Virus)
Lonzagard® S-21F	6836-140	Norovirus (Norwalk Virus)
Lonzagard® HWS Family	EPA Reg. #	Supporting Viral Claim
Lonzagard® HWS-256	47371-129	Adenovirus type 7
Lonzagard® HWS-128	47371-130	Adenovirus type 7
Lonzagard® HWS-64	47371-131	Adenovirus type 7
Lonzagard® HWS-32	47371-192	Adenovirus type 7
Lonzagard® Bardac® 205M Family	EPA Reg. #	Supporting Viral Claim
Bardac® 205M 1.3%	6836-277	Norovirus (Norwalk Virus)
Bardac® 205M 2.6%	6836-302	Norovirus (Norwalk Virus)
Bardac® 205M 5.2%	6836-303	Norovirus (Norwalk Virus)
Bardac® 205M 7.5%	6836-070	Norovirus (Norwalk Virus)
Bardac® 205M 10%	6836-266	Norovirus (Norwalk Virus)
Bardac® 205M 14.08%	6836-278	Norovirus (Norwalk Virus)
Bardac® 205M 23%	6836-305	Norovirus (Norwalk Virus)
Bardac® 205M RTU	6836-289	Norovirus (Norwalk Virus)
Disinfecting Wipes Family	EPA Reg. #	Supporting Viral Claim
Lonzagard® Disinfectant Wipes	6836-313	Rotavirus
Lonzagard® Disinfectant Wipes Plus 2	6836-340	Norovirus (Norwalk Virus)
NUGEN® EHP Family	EPA Reg. #	Supporting Viral Claim
NUGEN® EHP RTU	6836-385	Norovirus (Norwalk Virus)
NUGEN® EHP Wipe	6836-388	Norovirus (Norwalk Virus)



ANNEXt2

<u>Bardac® 205M Family</u>	<u>EPA Reg. #</u>	<u>Coronavirus Claim</u>
Bardac® 205M 50%	6836-233	Human Coronavirus SARS Associated Coronavirus
<u>Disinfectant wipes Family</u>	<u>EPA Reg. #</u>	<u>Coronavirus Claim</u>
NUGEN® 2M Disinfectant wipes	6836-372	Human Coronavirus SARS Associated Coronavirus
Lonzagard® Disinfectant Wipes Plus	6836-336	Human Coronavirus SARS Associated Coronavirus