

# SAN FRANCISCO SHERIFF'S OFFICE



## COVID-19 RESPONSE & ACTION PLAN

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# **SECTION 1**

## **BACKGROUND, GLOBAL REACTION AND IMPACT, AND LOCAL REACTION IMPACT**

### **BACKGROUND**

The novel coronavirus, first detected in China in December 2019, has spread to 70 countries. The virus has been named “SARS-CoV-2”; the disease it causes has been named “coronavirus disease 2019 (COVID-19).

Many of the initial patients had visited a large seafood and live animal market, suggesting animal-to-person spread. The subsequent outbreak involved those who had traveled to the region, but had not visited the market, suggesting person-to-person spread. At the end of February several cases in the United States and other areas of the world appeared. It is unknown where or how those infected came in contact with the virus. This type of spread is known as community spread.

On Tuesday, February 25, 2020, San Francisco Mayor London Breed declared a state of emergency amid concerns about the spread of COVID-19 and the potential for a community outbreak. Declaring a state of emergency allows San Francisco agencies to accelerate emergency planning procedure and expand capabilities for a rapid response to a potential COVID-19 community outbreak, including planning for an outbreak in the jails. The declaration comes after an announcement from the Centers for Disease Control and Prevention that the United States should prepare for a COVID-19 outbreak.

Governor Gavin Newsom declared a state of emergency on Wednesday, March 4, 2020, activating agencies to gather resources to combat COVID-19.

### **GLOBAL REACTION AND IMPACT**

Nations around the world are experiencing COVID-19 outbreaks. Global travel and the world’s initial lack of awareness of COVID-19 contributed to the spread of outbreaks in Asia, Europe, Iran, and India. Other countries and continents have not felt the full brunt of a COVID-19 outbreak. Italy and South Korea have been hit hard. Countries and cities are cancelling large gatherings, closing buildings that attract crowds of people, and closing schools. Japan plans to move forward with the 2020 Olympics and the Louvre in France reopened.

### **GOVERNMENT OFFICIALS AND BUSINESS**

While it used to be common to shake hands when greeting someone, public health officials are recommending non-contact greetings such as a fist or elbow bump or bow to minimize physical contact. In Iran and Lebanon videos have surfaced of friends tapping their feet to greet one another. South Korea rolled out a smartphone app that allows people to do a daily check of their symptoms including notifications to a local health official if necessary.

## **SCHOOLS**

Hundreds of millions of students around the globe are now out of school with school closures in 10 countries. Schools and governments are doing their best to help with some offering video conferencing and others going to online learning. Still others, such as Iran have gone to video content providers (like Netflix) to make children's content free.

## **LOCAL IMPACT**

Currently, there is no coordinated national approach, although President Donald Trump approved an \$8.3 billion COVID-19 response package on Friday, March 6, 2020. The package will address education, awareness, research and development for vaccines, and provide support to state and local health agencies. Some local business including Twitter, Google, and Facebook have suspended travel, attendance at conferences, and requested workers that can work from home do so. Many other companies are following suit.

Local officials and individual communities have been making their own plans. The San Francisco Department of Human Resources provided guidelines to City agencies to allow for telecommuting.

In New York, the Metropolitan Transportation Agency has committed to disinfect everything from train cars to MetroCard machines every 72 hours. The subway system carries more than 5 million people each workday.

The Arnold Sports Festival in Columbus Ohio, an expo that brings 250,000 fans to a four-day festival, has been postponed. The 22,000 athletes are all being screened and fans will only be able to watch the finals on television. The Emerald City Comic-Con, a convention for approximately 100,000, will go on as planned in Seattle, Washington next week.

As of Tuesday, March 10, 2020, there are no known cases of COVID-19 in the San Francisco County Jail system.

## **SECTION 2**

### **PROPOSED ACTIONS TO MITIGATE POTENTIAL IMPACTS ON SHERIFF'S OFFICE OPERATIONS**

#### **EDUCATION & MESSAGING**

To ensure that all deputized and professional staff are prepared at home and at work in the event of a COVID-19 outbreak in the community, it is essential that the San Francisco Sheriff's Office (SFSO) message consistent and concise preventative and preparation steps. The SFSO issued Health and Safety Bulletin *HSB-20-001 COVID-19 Update* on Tuesday, March 3, 2020, identifying steps to take to prevent acquiring COVID-19 and to prepare oneself at home. The San Francisco Department of Human Resources (DHR) sent a similar email blast to all City employees shortly thereafter. The San Francisco Department of Public Health (DPH) is communicating with the community as well. Additional messages from the Sheriff's Office to deputized and professional staff should be sent out at least weekly with updates and reminders to reinforce key health messages and prevent the spread of the virus.

#### **ACTION PLAN**

- Issue weekly Health and Safety Bulletins to deputized and professional staff reinforcing cleanliness, self-care if feeling ill, being prepared at home, and other emerging issues
- Direct deputized and professional staff to CDC's FAQ page:  
<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

#### **STAFFING IMPACT**

Sheriff's Office staffing may be significantly impacted by a community outbreak and may affect both deputized and professional staff, including their family members. DHR encourages staff who are sick to stay home, take a leave of absence, and work from home if that is an option. Given the 14-day quarantine period, an outbreak can significantly reduce the workforce and likely affect all City agencies. As a result, the Mayor may declare an emergency, requiring all staff to work 12-hour shifts. All staff – deputized and professional – are disaster service workers and are required to report to work upon ensuring the safety and security of their family and property. Professional staff who can telecommute must be identified now.

#### **ACTION PLAN**

- Issue the San Francisco Sheriff's Office Emergency Mobilization Guide to deputized and professional staff
- Deputized and professional staff should review the [Disaster Service Worker Training Curriculum](#) and watch the [Disaster Service Worker Training Video](#) (<https://sfdhr.org/disaster-service-worker-training>)



## DAILY OPERATIONS

A community spread of the virus may impact Sheriff's Office daily operations. Deputized and professional staff should begin preparing now by reviewing identified policies. The Sheriff's Office should continue to coordinate public health outreach and COVID-19 prevention with Jail Health Services (JHS) and other City agencies.

The Sheriff's Office should distribute the Department of Emergency Management's (DEM) and DPH's public service messages and flyers, which provide steps to take to prevent the spread of the virus.

Separately, the SFSO should prepare external communications to the public and our target audiences, which review policies and procedures SFSO takes to minimize the spread of any communicable disease in its custodial facilities and at sites where the Sheriff's Office provides law enforcement services. This information will help reassure the public.

The CDC re-issued a Correctional Facilities Pandemic Influenza Planning Checklist. Although this is written for correctional facilities, there are a number of items that apply to other Sheriff's Office worksites. Projects and Planning in coordination with the other divisions, will review the document and implement the strategies presented.

## ACTION PLAN

- Post links and helpful tips on the Sheriff's Office social media platforms
- Deputized staff review the following policies, regardless of assignment:
  - San Francisco Sheriff's Office Policy *Inmate Reception and Booking*
  - San Francisco Sheriff's Office Policy *Medical Screening*
  - San Francisco Sheriff's Office Policy *Communicable Diseases*
- Professional staff review the following policy:
  - San Francisco Sheriff's Office Policy *Communicable Diseases*
- Prepare a custody operations plan with the following considerations:
  - Manage the impact in the jails
    - Coordination underway with JHS
    - Supplies being strategically located throughout the Custody Operations Division
  - Standardize data collection
    - Track all actual and suspected cases through diagnoses, treatment, quarantine (if applicable), and release
  - Have a plan in place to identify and house those suspected and diagnosed with COVID-19
    - Coordination underway with JHS
    - Consider housing of pregnant inmates and those with chronic illness or compromised immune systems
  - Communicate with the incarcerated and their families

- Pod meetings
  - Signage posted in housing units
  - Website announcements
  - Emails
- Prepare an operation order Field Operations Division with the following considerations:
  - Officer Safety considerations when contacting people who appear ill
  - Safety measures to take to protect deputies from exposure
  - COVID-19 does not change the enforcement of laws
- Prepare an operations order for the Administration and Programs Division with the following considerations:
  - Processing leaves of absence and other associated documents
  - Processing Worker's Compensation claims for COVID-19 exposures
  - Actions to take in the event a POST Basic Academy is closed and recruits return to the Training Unit
  - A plan to complete the annual Advanced Officer Training cycle immediately
- Review and implement CDC's Correctional Facilities Pandemic Influenza Checklist

## SECTION 3

# ADJUSTMENTS TO SHERIFF'S OPERATIONS IN THE EVENT OF AN OUTBREAK AND PROPOSED ACTIONS TO MITIGATE CONCERNS

### OVERVIEW

Now that there has been a COVID-19 outbreak in the community, there are several actions to take to ensure a continuity of operations. Resources will be thin, and staffing stretched to the limit.

### SHERIFF'S OFFICE

- Information has been added to the Sheriff's Office website telling people if they are sick or they live or work with someone who is exhibiting symptoms, they should not come to visiting.

### CUSTODY OPERATIONS DIVISION

**\*\*\*SUSPENSION OF TITLE 15 STANDARDS:** *Should the Sheriff's Office, following consultation with local and/or state health agencies, determine that minimum standards (e.g., regular visitation or programming) must be temporarily suspended for more than three days to address health and safety concerns, the BSCC must be notified.\*\*\**

### ADMINISTRATION

Custody Operations Division communicating with Bay Area Jail Managers to establish protocols regarding transfer of inmates

### OPERATIONS

1. Staffing shortages
  - Lock down facilities and minimize fixed posts to provide adequate coverage
  - The Sheriff's Office will determine if and when to execute the San Francisco Sheriff's Office Emergency Mobilization Plan
  - Facility commanders must develop staffing plans to address potential staffing issues, accounting for a potential 30% to 40% reduction in staff
2. Intake and Release Facility (IRC)
  - First step of arrestee triage procedure
    - CJ#1 Medical staff are taking arrestees temperatures in the sallyport. Any deputy working in this post is advised to don a respirator and use gloves. At this time gowns and goggles are not recommended.
    - Surgical masks are given to potential or confirmed COVID patients to keep them from spreading the illness until they get to a medical facility. Respirators are given to medical, sworn and professional staff to avoid getting sick.
  - If anyone is sent out from the sallyport as a possible COVID-19 patient, and the deputy was exposed to the person such as touching the person or being within six feet of the person, the

PPE is to be disposed of in a medical waste bin. All other PPE will be disposed of as we normally do, in the regular trash.

- Medical triage questions (for staff awareness)
  - Do you have a cough, fever, or difficulty breathing?
    - Yes: provide surgical mask and proceed to next question
    - No: proceed to next question
  - Have you travelled to China in the last 30 days?
    - Yes: provide surgical mask, immediately contact charge nurse or nurse manager, place person in single cell (Holding Cell #10 if available)
    - No: proceed to next question
  - Have you been in contact with anyone who has been told they have the coronavirus?
    - Yes: provide surgical mask, immediately contact charge nurse or nurse manager, place person in single cell (Holding Cell #10 if available)
    - No: proceed with regular medical triage screening
- Establish a procedure to notify counties receiving symptomatic inmates
- Notify JHS of county transfers
- Ask the same medical triage questions regarding COVID-19 as a check-and-balance
- 3. Medical refusals and hospital transports due to possible COVID-19 infection
  - Arresting agency is responsible for the arrestee due to a medical refusal
  - JHS is in contact with the nine Bay Area counties to establish open lines of communication regarding the transferring of inmates suspected of having COVID-19
  - Inmates who become asymptomatic or symptomatic while in custody and require transport to ZSFG
    - JHS communicate to the dispatcher that there is a concern for COVID-19
    - Place a surgical mask on the inmate
    - If possible, limit any non-essential contact with the patient to a distance of greater than 6 feet.
    - EMS will be using PPE when assessing and treating the patient.
  - Work area disinfecting and care
  - Hospital transports
    - Follow JHS proper PPE directives
    - Masks are for the sick, respirators are for the well as it relates to transporting.
    - Sitting on an inmate at the hospital, outside of room, handcuffing and shackling protocols
  - Vehicle care and disinfecting
    - Use proper wipes
    - Allow to air dry
    - Leave doors open to allow for sufficient air changes to remove potentially infectious particles (15 – 30 minutes, consider if windy or still air)
    - Wear PPE – gloves and gown; face shield or facemask and goggles if splashes or sprays are anticipated during cleaning

- Doors remain open while cleaning to provide adequate ventilation
  - Clean and disinfect reusable equipment – handcuffs, belly chains, leg shackles
- 4. Ongoing jail operations: Supervising/caring for symptomatic inmates
  - Feeding inmates with suspected or confirmed illness
    - Inmate worker wears PPE (gloves and mask)
    - Inmate stands in rear of cell and worker slides the tray in the slot
  - Pill call protocols
    - Nurse goes cell to cell
  - Classes (5 Keys and Programs)
    - School and programs continue as long as their staffing allows
    - School and programs will cancel upon lockdown or other health threat to staff
  - Commissary
    - Commissary workers wear PPE (gloves and mask) to prevent contracting or passing COVID-19
    - Paperwork is passed through the slot
    - Commissary bag is left in front of cell door and deputy coordinates inmates retrieving commissary
  - Phones
    - Use rollaway phones
    - Phone (receiver, keypad, cable) wiped after each use
    - Rollaway phones shared among housing units
    - Facilities to create a plan to manage phone use
  - Visiting including contact visiting
    - Continues until public health risk becomes too great
- 5. Messaging
  - Muster information on which inmates are asymptomatic and/or symptomatic and where housed
  - Daily meetings with Jail Health Services to stay updated on current trends, numbers, and protocols
  - Proper PPE instructions for deputized and professional staff on contact and care
  - Include professional staff, inmate workers, service providers, and contract providers
  - Notification to inmates, lawyers, visitors, contract workers
  - Steps the Sheriff's Office and JHS are taking to prevent an outbreak in the jails
  - Reminders to practice good hygiene habits
    - Signage will be posted in housing units demonstrating good hygiene habits
    - Inmates will be instructed to wash their hands prior to meal service, groups, school, commissary, pill call, etc.
  - Post DPH and DEM posters in all public restrooms, visitor areas, attorney areas, and CJ#5 shuttle buses
  - Ongoing messaging and training for deputized and professional staff

## HOUSING

- Housing decisions of asymptomatic inmates made in cooperation with Custody Operations, facility commander and supervisors, and JHS
- Facilities to identify and prepare more cells than anticipated
- Signage will be posted on cells that house symptomatic inmates
- Housing people suspected or confirmed with COVID-19
  - CJ#1
    - Holding Cell #10 if symptomatic person breeches medical triage
  - CJ#2
    - C-Pod Medical Observation Units for symptomatic persons
    - Not negative pressure
    - B-Pod or E-Pod for females, F-Pod for males for asymptomatic persons
  - CJ#4
    - Two Sick Bay cells
    - Not a viable option as these are open cells (bars, not windows)
  - CJ#5
    - Four Medical Observation Units
    - Negative pressure as long as food port remains closed
    - Will need to transport inmates to CJ#5
  - Ward 7D/7L
    - ZSFG has opening of forensic unit in the ZSFG surge plan, threshold TBD

## FIELD OPERATIONS DIVISION

### SPU – LHH

- Entry restrictions are in place to mitigate possibility of COVID-19 transmission
  - Employee identification badges required for access to Administrative building at all hours
    - Employees who forget their identification badge shall check in at the Pavilion Lobby
  - All visitors must enter at Pavilion Lobby for screening by a nurse
    - A Sheriff's Cadet will be present at the check-in post to maintain safety and help redirect visitors
  - Entry to LHH campus buildings is limited to staff, tenants, and family members of patients

### SPU – ZSFG

- Post assignments and exposure at ZSFGH and other high exposure probability locations
- Create a staffing plan to staff clinic(s) that DPH identifies for COVID-19 testing
- In the vent a clinic opens, DPH will not mandate PPE leaving the decision to the deputy assigned
- Restricted visiting to skilled nursing areas
- Actively encouraging the sick not to visit the ZSFG campus

- All COVID-19 patients isolated (positive, ill, awaiting results)
  - Full PPE required outside this area prior to entry
  - Full PPE includes glove, respirator, face shield, gown
- Sheriff's staff stated two daily COVID-19 briefings
- DPH is NOT mandating people wear masks at this time
- DPH states those most at risk are those who have "sustained prolonged contact" with COVID-19 positive persons
- SFSO is staffing the alternate testing 12 hours per day, five days per week

## TRANSPORTATION

- Transports from other jurisdictions
  - Classification and JHS will contact other agency regarding the transferring of inmates suspected of having COVID-19
  - At pick-up ask the same medical triage questions that are asked at CJ#1
    - If the inmate answers "yes" to any of the questions, the deputy will contact the Transportation Unit watch commander who will contact FOD
    - This is on a case-by-case basis as some warrants can be reactivated and others cannot
    - For warrants that cannot be reactivated, the inmate will need to be transported via private ambulance service
    - Deputies will wear the appropriate PPE
    - If there are multiple inmates and not all present symptoms, the Transportation Unit will have to send another team of deputies
- Transports to other jurisdictions
  - Classification and JHS will contact other agency regarding the transferring of inmates suspected of having COVID-19
  - If detainer, flexibility on pick-up time
  - If state hospital, transport via private ambulance
  - Private ambulance service required for transports to or from other counties
    - No contract in place
    - Checking with CCSF EMS
- If transporting an asymptomatic person, notify CJ#1
  - If inmate does not pass triage, Transportation is responsible for sitting on the inmate at ZSFG
  - Transportation can cover only one off-ward
- STU vans have completely separate compartments and HVAC systems

## PATROL FUNCTIONS

- Officer Safety is the priority
- Universal precautions
- Safety bulletin guidelines

## **CIVIL**

- Processing civil orders
  - Appropriate PPE for the situation – gloves, mask, gown
  - If contact is made with ill person, safety protocols will be enacted

## **COURTS**

- HOJC holding a meeting on Wednesday, March 11<sup>th</sup> at 1430 hours to address COVID-19
  - The Sheriff's Office actively pursuing options for jurors, inmates, and visitors and presenting COVID-19 symptoms
- CCC follow-up on Monday
- Juvenile Justice Courts (JJC)
  - If there is any deviation from operating business as usual, the Court will notify all employees and judicial officers through their Rapid Reach notification process, which entails texting, telephone voice messaging, and emailing.
  - The public would be notified of changes to normal business operations thereafter.

## **ADMINISTRATION AND PROGRAMS DIVISION**

### **COMMUNITY PROGRAMS**

- Home checks
  - Appropriate PPE for the situation – gloves, mask, gown
  - If contact is made with ill person, safety protocols will be enacted
- COVID-19 symptoms presented at 70 Oak Grove or WRC or one of our placement programs
  - Issue PPE to all staff including contract service providers
  - Turn away people who appear ill
- Deputized and professional staff and contract workers will track missed class days and make up the missed class days at the earliest convenience
- SWAP workers clean and disinfect all areas of 70 Oak Grove and WRC with proper PPE
- Homeless outreach
  - Appropriate PPE for the situation – gloves, mask, gown
  - Basic safety protocols around contact and transport

## **PERSONNEL**

- Worker's Compensation claims for exposure to COVID-19
  - Processed as with any other claim
  - Prioritize this claim
  - Immediately notify chain-of-command so resources can be activated (Peer Support, Employee Assistance Program, etc.)
- Standardize data collection
  - Track all actual and suspected cases through diagnoses, treatment, quarantine (if applicable), and release



## TRAINING

- Academy Closure
  - Recruits will be assigned throughout the Sheriff's Office to support operations
- Advanced Officer Training Impact
  - Training Unit will add more AOT dates for deputized staff
  - Facilities, sections, and units will assign as many deputized staff to AOT as soon as possible

## PROJECTS AND PLANNING DIVISION

### INFORMATION & TECHNOLOGY SUPPORT SERVICES

- Information has been added to the Sheriff's Office visiting website telling people if they are sick or they live or work with someone who is exhibiting symptoms, they should not come to visiting.

## FINANCIAL

### PAYROLL

- The Controller's Office has identified the following overtime codes:
  - Incident Code: 201920000B (2019 COVID-19)
  - Combo Code: No Change
  - Project Code: 10033788 (2019 COVID-19)
  - Activity Code: 0001 (Emergency Protective Measures)

Facility / Event :	201920000B
Combo Code	
Project Code	100033788
Activity Code	0001

- Submit ICS Forms for all overtime associated with COVID-19: To ensure the Sheriff's Office is compensated for all work associated in preparation for or with the potential COVID-19 outbreak, the following forms must be submitted to Payroll, Finance [mylan.luong@sfgov.org](mailto:mylan.luong@sfgov.org), and Cost Recovery at DEM ([costrecovery@sfgov.org](mailto:costrecovery@sfgov.org)):
  - ICS 211: Check-in Sheet
  - ICS 214: Activity Log

## PERSONAL PROTECTIVE EQUIPMENT (PPE) AND SUPPLIES

- Per DPH, staff are to don PPE (gloves, respirator, goggles, gown) when directly interacting with a suspect or known case
- Donning PPE
- Doffing and disposal of used PPE
  - Doffing procedure
    - Turn inside out

- Avoid shaking or creating dust
  - Dispose of PPE used in conjunction with symptomatic or asymptomatic person in medical waste (red hazmat) bins
    - PPE used for any other reason goes in regular waste
    - NO GARBAGE in hazmat waste
- Post incident sanitization protocols
  - Use proper wipes to wipe down duty equipment
  - Uniforms/boots
- Respirators
  - N95 and P100 respirators out of stock at all vendors likely not available until late March
  - SFSO limited to stock on hand as noted below:

Facility:	Item:	Size(s):	Qty:	Notes
CJ # 1	N95 Masks	Universal	120	6 Boxes. Each contains 20 masks
CJ # 1	P 100 Masks	Universal	30	6 boxes. Each contains 5 masks
CJ # 1	Safety Glasses	Universal	12	12 pairs
CJ # 1	Tyvek Suits	XL, 2XL, 3XL & 4XL	60	15 of each size
CJ # 2	N95 Masks	Universal	120	6 Boxes. Each contains 20 masks.
CJ # 2	P 100 Masks	Universal	30	6 Boxes. Each contains 20 masks.
CJ # 2	Safety Glasses	Universal	12	12 Pairs
CJ # 2	Tyvek Suits	XL ,2XL, 3XL & 4XL	40	10 of each size
CJ # 4	Safety Glasses	Universal	12	12 Pairs
CJ # 5	N95 Masks	Universal		Already picked up by Capt. Tilton. Quantity unknown.
CJ # 5	P 100 Masks	Universal		Already picked up by Capt. Tilton. Quantity unknown.
CJ # 5	Safety Glasses	Universal	24	24 Pairs
CJ # 5	Tyvek Suits	2X, 3X & 4 X	30	10 of each size

- N-95 respirators
  - 100 at CJ#1
  - Each deputy at CJ#1 will be issued a respirator. The respirator is not to be worn throughout the shift but only in a case where there is a potential for exposure.
  - JHS will communicate with CJ#1 staff as to when to don a respirator or other PPD.
  - Gloves are already worn routinely by staff
  - Respirator Distribution Plan
    - JHS will fit test the deputies and professional at CJ#1
    - The fit test consists of a medical questionnaire, a check of the fit on the face by exposure to a fragrance which the person should not be able to smell if the respirator is fitting correctly.

- Persons with some types of facial hair will not get a proper fit. This issue will be addressed at a later date.
  - Persons who do not pass the written medical screening test will be sent to occupational health for a more in depth medical examination.
  - Only CJ#1 needs to issue all deputized and professional staff a respirator. Other worksites will be provided respirators and fit testing as the situation develops, if necessary.
    - Limited stock so be prudent with distribution of respirators
      - Storekeeper reports 300 P-100 respirators and 840 N-95 respirators
      - All requests for respirators go through Sgt. R. Mankin
      - Share respirators with JHS
      - Avoid hoarding
- Supply Analysis
  - Many supplies are out of stock/on backorder
  - Finance is prepared to process quotes for POs once items become available
  - Alcohol-free sanitizing wipes – four tubs in inventory
    - Backordered
    - Lysol/Clorox wipe supplies are minimal – vendor out of stock
  - Use the jail disinfectant in lieu of wipes
- Ample supply of soap available for hand washing
- Purell in high demand

## **SECTION 4**

### **SHERIFF'S OFFICE RESPONSE PLAN**

#### **SMEAC**

##### **SITUATION**

The novel coronavirus, first detected in China in December 2019, has spread to 70 countries. The virus has been named "SARS-CoV-2"; the disease it causes has been named "coronavirus disease 2019 (COVID-19)". The Centers for Disease Control and Prevention have warned that the United States should prepare for community outbreaks.

On Tuesday, February 25, 2020, San Francisco Mayor London Breed declared a state of emergency amid concerns about the spread of COVID-19 and the potential for a community outbreak. Declaring a state of emergency allows San Francisco agencies to accelerate emergency planning procedure and expand capabilities for a rapid response to a potential COVID-19 community outbreak, including planning for an outbreak in the jails. The declaration comes after an announcement from the Centers for Disease Control and Prevention that the United States should prepare for a COVID-19 outbreak.

Governor Gavin Newsom declared a state of emergency on Wednesday, March 4, 2020, activating agencies to gather resources to combat COVID-19.

President Donald Trump approved an \$8.3 billion COVID-19 response package on Friday, March 6, 2020. The package will address education, awareness, research and development for vaccines, and provide support to state and local health agencies.

##### **MISSION**

It is the mission of the San Francisco Sheriff's Office to continue to serve and protect the people of and visitors to the City and County of San Francisco, enforce laws and civil processes, operate a safe and secure jail system, provide services to the court system, and provide services to the programs of the Sheriff's Office regardless of the potential for or level of a COVID-19 community outbreak.

##### **EXECUTION**

The location and number of COVID-19 cases will affect SFSO facilities, sections, and units differently, unless there is a widespread community outbreak. Each facility, section, and unit must prepare plans to address the every level of outbreak.

## **PRIMARY**

The San Francisco Sheriff's Office will educate deputized and professional staff on steps to take to prevent acquiring COVID-19 (coronavirus). Deputized and professional staff will also receive refresher and/or first-time training and review on Disaster Service Worker requirements, policies associated with communicable diseases, and donning and doffing personal protective equipment (PPE).

Additional steps include the following:

- Active monitoring of arrestees
- Active monitoring of current population
- Active monitoring of vulnerable population
- Respirator FIT for all deputized and professional staff who have inmate and/or public interaction
- Public and inmate messaging
- COURTS: Waiving court appearances
- CIVIL: Civil operations normal procedures
- TRANSPORTATION: Ask the three medical triage questions prior to transport
- Universal precautions, PPE
- Active disinfecting of all administrative and operational areas
- Provide additional sanitary items
- Continued messaging and training for deputized and professional staff

## **ALTERNATE**

In the event of an increase in COVID-19 cases in the City, the San Francisco Sheriff's Office will monitor the situation and exposure rate, making any necessary adjustments to operations and staffing to reduce potential COVID-19 exposure to deputized and professional staff.

Additional steps include the following:

- Reduce interactions between inmates
- Reduce visiting
- Limit public and service provider access to and interaction inside jails
- Limit non-essential movement
- Initiate transportation protocols
- Heightened monitoring of arrestees
- Heightened monitoring of current population
- Heightened monitoring of vulnerable population
- COURTS: Expanding current video conferencing system
- CIVIL: Ask judges to postpone evictions for 30 days where we have knowledge of a COVID-19 infection
- TRANSPORTATION: Waive warrants and reactivate
- Universal precautions, PPE

- Active disinfecting of all administrative and operational areas
- Provide additional sanitary items
- Continued messaging and training for deputized and professional staff

### **CONTINGENCY**

In the event of a COVID-19 community outbreak, the San Francisco Sheriff's Office will enact the San Francisco Sheriff's Office Emergency Mobilization Plan for select work facilities, sections, and units.

Additional steps include the following:

- Restricted movement
- Suspend contact visiting
- Suspend parent-child visiting
- Suspend or restrict programs
- Screened legal visits only
- Separation of symptomatic inmates from general population and consolidate to one housing area
- COURTS: Take judges to each jail for screened visit
- CIVIL: Postpone all evictions
- TRANSPORTATION: Minimize transport with any facilities who have a known exposure
- Universal precautions, PPE
- Active disinfecting of all administrative and operational areas
- Provide additional sanitary items
- Continued messaging and training for deputized and professional staff

### **EMERGENCY**

In the event of a City-wide emergency, the Sheriff's Office will take all measures to protect life and property. In accordance with the San Francisco Sheriff's Office Emergency Mobilization Plan, all deputized and professional staff at all worksites will be mobilized. The Sheriff's Office will reassign deputized and professional staff to support City services as needed.

Additional steps include the following:

- Level 4 lockdown at all facilities
- Entry to facilities limited to San Francisco Sheriff's Office deputized and professional staff, JHS and JBHS staff, and vendors who provide emergency or routine engineering needs
- Inmate movement for medical reasons only
- Designated housing for symptomatic inmates
- Higher level of monitoring for entire population
- Reallocation of deputized and professional staff resources to address issues
- Utilize cellular technology to allow for Skype legal visits, phone provided by ITSS
- COURTS: Suspend civil courts

- Universal precautions, PPE
- Active disinfecting of all administrative and operational areas
- Provide additional sanitary items
- Continued messaging and training for deputized and professional staff

## **ADMINISTRATION**

### **ASSIGNMENTS**

Deputized and professional staff will report to their regular assignments and be deployed from there, if necessary.

### **DEBRIEFING**

Debriefings will occur as needed but will be required once the San Francisco Sheriff's Office Emergency Mobilization Plan is executed, minimally for work assignments most impacted.

### **UNIFORM**

Deputized Staff	Uniform of the day with all safety equipment
Professional Staff	Non-uniform dress standards per SFSD 03-40

## **CONTROL AND COMMAND**

### **COMMAND STRUCTURE**

TBD

### **RADIO TALK GROUPS**

Primary, Non-custody:	SO-A16
Alternate, Non-custody:	SO-A15
Primary, Custody:	As Assigned
Alternate, Custody:	SO-A06

## **SECTION 5** **APPENDICES**

### **DOCUMENT OVERVIEW**

Supporting documents will be created over the course of the potential COVID-19 community outbreak. To ensure all documents are tracked and readily available for staff, this section will serve as the tracking sheet for all documents which will be available to deputized and professional staff. Deputized staff can access the documents on the SHF shared drive; professional staff can access the documents on the TBD.

### **SHERIFF'S OFFICE DOCUMENTS**

These documents include THE covid-19 Response and Action Plan, policies, training materials, and any documents that apply to deputized and professional staff agency wide.

- COVID-19 Factsheet
- DHR COVID-19 Employee Leave FAQs
- CDC Correctional Facilities Pandemic Influenza Checklist
- COVID-19 BSCC Title 15 Suspension Letter

### **WORKSITE SPECIFIC DOCUMENTS**

These documents include operation orders, response and action plans, and any documents that apply to a specific worksite or worksites.

- COVID-19 Medical Triage Questions
- SPU-LHH Campus Access Protocol

### **BULLETINS**

These documents include Sheriff's Office bulletins (i.e., Health and Safety, Officer Safety, Training), notices from City agencies addressing COVID-19, and any documents that address COVID-19 health and safety concerns and/or practices.

- HSB-20-001 COVID-19 Update
- HSB-20-002 COVID-19 FAQs
- HSB-20-003 Vehicle Disinfection Procedures
- DPH COVID-19 Update
- DSW Training Booklet
- San Francisco Sheriff's Office Policy *Inmate Reception and Booking*
- San Francisco Sheriff's Office Policy *Medical Screening*
- San Francisco Sheriff's Office Policy *Communicable Diseases*