

COUNTY OF MILWAUKEE

INTER-OFFICE COMMUNICATION

Date: May 15, 2020

To: Milwaukee County Board Judiciary, Safety & General Services Committee Chairperson Anthony Staskunas, Vice Chairperson Sylvia Ortiz-Velez, Committee Members Supervisor Patti Logsdon, Supervisor Steven Shea and Supervisor Ryan Clancy

From: Michael Hafemann, Superintendent, Milwaukee County House of Correction (HOC)

Subject: Report as Requested by Judiciary, Safety & General Services Committee Regarding HOC response to the COVID-19 Public Health Emergency, and Updates on Confirmed (COVID-19 positive) Employees and Inmates.

The House of Correction (HOC) implemented a COVID-19 response plan on 03-13-2020 (attached to this report) and subsequent updates and guidance were issued as needed to address developing conditions, situations and/or new or revised directives issued by the CDC. This report will provide an overview of our efforts at the HOC as well as provide current information regarding COVID-19 positive inmates and staff at the HOC.

Testing: On April 18th and 19th, 2020, the HOC, with the assistance of the Wisconsin National Guard, tested all the inmates in custody at the HOC (600+) to determine, if any were positive for the COVID-19 virus. Prior to the 18th and 19th, the HOC only tested inmates who were symptomatic for the COVID-19 virus - and - since the 18th and 19th of April, the HOC resumed testing inmates who become symptomatic for the virus. If an inmate becomes symptomatic, the subject inmate is isolated from other inmates and tested for the virus; if the test comes back positive, the inmate is assigned to a specific COVID-19 positive housing dormitory and if the test is negative, the inmate is reassigned to general population once their symptoms have ended for at least 72 hours. Each inmate transferred from the County Jail to the HOC is tested prior to the transfer and only those that test negative for the virus are transferred to the HOC; those that test positive remain at the County Jail.

On April 20th and 21st, 2020, the HOC, with the assistance of the Wisconsin National Guard, tested 424 HOC personnel (County employee as well as contract/vendor staff). And, staff members are required to have their temperature taken at the start of their duty shift before they are allowed to enter the secure confines of the HOC.

Staff who test positive or are symptomatic for the COVID-19 virus are required to self-quarantine at their home residence and are monitored by the applicable local health department. Staff are also required to self-quarantine as mandated by administrative orders issued by the County Executive.

Inmates who have tested positive and those who are symptomatic are provided the requisite medical care at the HOC. If the inmate's symptoms/condition requires a level of care, which cannot be provided by the HOC that inmate is transferred to an appropriate medical/hospital facility.

Wellpath, the contract vendor for inmate medical and mental health services at the HOC and County Jail, has been very adaptive during this crisis and has adhered to the recommendations issued by the CDC and local health departments. During this crisis the inmate healthcare contract monitors have not been on site, but have been remoting monitoring conditions at the HOC and providing recommendations to Wellpath, which are reviewed and implemented as appropriate.

Mitigation/Cleanliness: In March 2020, the HOC capped the number of inmates that could be housed in each dormitory at no more than 40 inmates. The 40-inmate cap per dormitory was initiated to comply with the social distancing guidelines issued by the CDC.

Each inmate is issued a surgical mask to wear and these masks are replaced every 6 days or as needed, if the mask is soiled and/or becomes unusable. Staff have also been issued and/or have access to PPE applicable to their work assignments.

Each dormitory is cleaned three times per day. Staff members are instructed to wipe down their work area at the start of each shift (shared desk, computer, etc.) and sanitary wipes are provided and maintained at each workstation to accomplish this task. Other common areas are cleaned at least once each day and those with higher traffic are cleaned twice a day.

In April 2020, the HOC signed a contract with an outside vendor, Solid Surfaces Care, to "sanitize" the entire facility. The initial sanitation process was completed in early May and will be repeated at regular intervals for the next 30 days.

Inmate ADP Reduction: On 05-14-2020 there were 626 inmates housed at the HOC (down from just under 1100 in January of 2020) and 165 inmates supervised on the EM Program. HOC has assessed/vetted all inmates who have Huber/work release privileges and have been transferring those inmates to the EM Program regardless of their employment status. The only impediments to transferring inmates to the EM Program is the number of available monitoring units, which can be used to monitor inmates on the program, and the ability of the subject inmate to have access to a residence/place to live while supervised on the EM Program. Moreover, the HOC has worked closely with the Court, DA's Office and Public Defenders Office to determine, which inmates it would be appropriate to release from custody either sentence served (remainder of their sentence removed) or staying the condition of probation term inmates are currently serving. To date the Court has issued 8 release orders, which released 138 inmates from the HOC, and the HOC anticipates further release orders will be issued when appropriate in subsequent weeks.

COVID-19 Staff and Inmates: The charts below provide data regarding the number of COVID-19 positive inmates and staff at the HOC since 04-27-2020. April 27th was the peak for the number of inmates and staff who were positive for the virus.

Week of... 4/20/20	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Current COVID Positive Inmates		103	105	105	104	-	-
Pending Tests			59	50	3	-	-
# symptomatic				0	0	-	-
Recovered		10		18	15*	-	-
Hospitalized		0	0	0	0	-	-
In House Population		593		594	585	-	-
# on EM		171		175	183	-	-
# of beds available in confirmed dorms			(56)	56+	57+	-	-
# pre-trial						-	-
# of available GPS		0			2	-	-
#employees confirmed positive		4	7	7	7**	-	-
#employees on quarantine		11	16	19	32	-	-

*in addition to the 15, 16 are in the recovery/transition dormitory awaiting clearance from the medical staff to be reassigned to general population

**7 confirmed positive, 8 presumed positive by their personal medical providers, 8 are a direct contact quarantine - 70 staff tests are still pending and 17 staff members have returned to work, because they are no longer symptomatic

the # pre-trial section will have data starting Monday morning

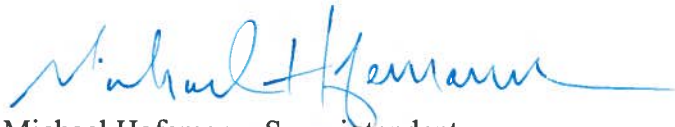
Week of... 4/27/2020	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Current COVID Positive Inmates	105	94	93	94	92	91	82
Pending Tests	0	0	0	1	2	0	0
# symptomatic	0	0	0	1	2	0	0
Recovered	14	22	25	25	26	18	25
Hospitalized	0	0	0	0	0	0	0
In House population	581	599	566	581	592	594	606
# on EM	183	182	196	198	171	170	169
# of beds available in confirmed dorms	136*	147*	148*	147*	148*	149*	158*
# pre-trial	370	385	371	389	398		
# of available GPS	0	0	0	0	0	0	0
#employees confirmed positive	8	8	7	6	6	6	6
#employees on quarantine	33	38	33	31	31	31	31

*includes 4 negative pressure dormitories (160 beds) and 2 dormitories (40 beds each), which are immediately adjacent to the negative pressure dorms

Week of... 05/04/2020	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Current COVID Positive Inmates	82	25	25	31	0	0	0
Pending Tests	0	0	15	10	1	0	0
# symptomatic	0	0	0	1	1	0	0
Recovered	25	80	79	70	96	94	94
Hospitalized	0	0	0	0	0	0	0
In House population	603	592	588	598	591	597	596
# on EM	169	171	171	173	174	170	170
# of beds available in confirmed dorms	158	215	215	209	240	240	240
# pre-trial	408	402	400	409	400	396	403
# of available GPS	0	0	0	0	0	0	0
#employees confirmed positive	5	3	1	1	1	0	0
#employees on quarantine	31	24	20	17	15	15	15

Week of... 05/11/2020	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Current COVID Positive Inmates	0	0	0	0	0		
Pending Tests	0	0	0	0	1		
# symptomatic	0	0	0	0	1		
Recovered	93	93	90	89	85		
Hospitalized	0	0	0	0	0		
In House population	590	596	595	626	617		
# on EM	170	168	168	165	165		
# of beds available in confirmed dorms	240	240	240	240	240		
# pre-trial	402	408	407	431	426		
# of available GPS	0	0	0	0	0		
#employees confirmed positive	0	0	0	0	0		
#employees on quarantine	8	8	8	8	8		

Respectfully submitted;



Michael Hafemann, Superintendent
Milwaukee County House of Correction

cc: County Executive David Crowley
Mary Jo Meyers, Chief of Staff, County Executive
Raisa Koltun, Transition Chief of Staff, County Executive
Lottie Maxwell-Mitchell, Research Analyst, County Board
Allyson R. Smith, Judiciary, Safety & General Services Committee Coordinator



House of Correction

CoVid-19 Response

March 13, 2020

BACKGROUND

The Center for Disease Control is responding to an outbreak of respiratory disease caused by a novel (new) Coronavirus that was first detected December 2019 in China. Currently, the virus has now been detected in more than 120 Countries internationally, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "Coronavirus Disease 2019" (abbreviated "CoVid-19"). Health experts are concerned because little is known about this novel (new) respiratory virus. CoVid-19 can cause severe illness and pneumonia in some people. On March 10 the World Health Organization declared the Covid-19 outbreak a pandemic. As of 4:00PM Thursday, March 12, 2020, there have been 1660 confirmed cases in the US with 41 deaths. There are 46 States reporting confirmed cases. Although the disease can be transmitted to any age group, it appears to critically effect the elderly the most.

At any given time there may be up to 1200 inmates under our care. Due to the nature of our profession and the constant inmate population turnover, there is a risk for an outbreak within the inmate population.

The purpose of the Continuation of Operation plan (COOP) is to outline a plan to limit the possibility of exposure to the CoVid-19 virus and to mitigate the chance of an outbreak. This report will outline quarantine procedures and emergency staffing plans in response to this health emergency.

GOAL

The Milwaukee County House of Correction (HOC) will respond promptly and effectively to any viral outbreak and/or Pandemic to ensure the safety of our officers and the inmates under our care. The HOC has an established plan to provide a safe and secure environment for both the

staff and those being housed at our facility. This plan will include robust cleaning and sanitizing of all housing units and common areas. Should the need arise, a quarantine process is in place in conjunction with our medical care provider to provide safe and comfortable recovery for those that incur any illness while incarcerated. In addition to our medical staff the HOC will collaborate with stakeholders during this crisis such as, the Health Department, CDC, local law enforcement and the State DOC Jail inspector in order to maintain a safe, secure and healthy environment for staff and inmates.

PHASE I

Phase I is pre-pandemic and a State of Emergency has not been declared as of yet. However, depending on the nature of the crisis, we could evolve into a pandemic. To limit exposure, a robust institutional cleaning shall be undertaken. Special Assignment crews will be doubled on 3rd shift with possible additional crews on 1st and 2nd shifts.

MEDICAL SCREENINGS FOR INCOMING INMATES

The HOC Medical provider will develop a protocol to respond and track all suspected and confirmed cases of CoVid-19. This tracking mechanism will provide a baseline of any suspected CoVid-19 cases and further allow for rapid identification of increased incidents.

Medical staff may first identify symptoms of the pandemic or epidemic illness during sick call and will be vigilant for the identification of symptomatic inmates (development of fever, respiratory symptoms, and/or cough) or other appropriate symptoms for 14 days or other timeframe deemed appropriate after the last exposure to possibly infected inmates.

1. All inmate transfers and/or DITR's will be screen by Wellpath medical using the Wellpath Coronavirus supplemental screening form.
2. If the inmate is symptomatic (fever over 100.4, difficulty breathing, and/or a cough, or travelled to a Country such as Iran, China, South Korea or Italy in the last 14 days)
 - a) Separate the inmate and place into a cell.
 - b) The Nurse will place a surgical mask on the inmate. The inmate is not to remove the mask.
 - c) The inmate will be tested by Wellpath and escorted to the O2 negative pressure cell.
 - d) The inmate will remain in isolation for 14 days or till the results of the test is reviewed.

3. If the inmate is discovered to be symptomatic and is currently in a dorm.

- a) The inmate will be provided a surgical mask
- b) Wellpath will test the inmate for COVID-19.
- c) The inmate will be placed in an O2 negative pressure cell.
- d) Inmates with known or possible pandemic will be fed with disposable food trays and utensils. These items should be treated as hazardous waste and disposed of in accordance with facilities' safe practices.

NOTE: All staff escorting or having contact with an isolation inmate shall wear the N95 respirator mask. These masks are disposable and will be discarded in a bio container outside the housing unit.

4. If an inmate is placed on isolation from a dorm.

- a) The entire dorm shall be ordered to move to the North Building. Utilize E2 or F2 first. The Maintenance Supervisor will make adjustments to the ventilation system to create a negative atmospheric pressure environment in the unit.
- b) Any officer working the dorm, providing a break or any supervisor entering the housing unit shall wear the N95 respirator mask.

5. For any suspected case that is quarantined, notify the Emergency preparedness Coordinator.

6. The applicable Assistant Superintendent shall notify the Franklin Health Department and the CDC that we have an individual under investigation for the Coronavirus. The CDC and Health department will also be contacted on any confirmed case/s.

INMATES PLACED IN QUARANTINE OR ISOLATION MAY NOT LEAVE THEIR CELL OR HOUSING UNIT.

CONTACT VISITS

- 1. All contact visits shall be temporarily suspended.
- 2. All Attorneys, Probation and Parole, religious representatives, Social Service Representatives or law enforcement will be directed to the non-contact booth area.
- 3. Any deviation to this protocol must be approved as a special circumstance by an Assistant Superintendent or the Superintendent.

ENVIROMENTAL AND CLEANING PROTOCOLS

1. Safety equipment will be purchased and issued to staff working in quarantined areas (N95 surgical masks, gloves and inmate surgical masks).
2. Cleaning supplies will be purchased and distributed to the Special Assignment crews. Staff are encouraged to more thoroughly clean work areas between shifts.
3. Special assignment crews specifically for disinfecting the facility will be utilized on all three shifts.
4. The S/A crew that is tasked with disinfecting areas of the HOC will clean the following:
 - a) All stairwell handrails
 - b) All officer lounge/break areas
 - c) All officer restrooms
 - d) General areas in the Medical Center (e.g. counter tops, chairs, table tops handles, benches where inmates sit).
 - e) Visiting areas chairs, outside window of officers workstation
 - f) Scanner area
 - g) HOC Vehicle Steering Wheels
 - h) Roll call area any communal phone.
 - i) Keywatchers

Every area of the facility shall be cleaned daily.

5. All housing units and booking area shall have appropriate disinfectant wipes.
6. Officer's shall clean the following when they arrive to their post
 - a) Counter top
 - b) Phone
 - c) Keyboard
 - d) Drawer and cabinet handles
 - e) Work station ledge (Do not allow inmates to lean on or hang on your desk)

- f) Inside door handle.
7. All housing units shall be thoroughly cleaned and disinfected at a minimum twice per day by dorm porters.
8. Items to be cleaned are, but not limited to:
 1. Door handles, bathroom toilets, showers, floors, tables, counter tops, seats, water cooler, phones, kiosks, visiting booths. Ultimately it is any area that may have human touch.

Do not allow inmates to use the disinfectant wipes

UNIVERSAL HYGIENE REQUIRMENTS

- The HOC will continue to reinforce universal hand washing practices at all times. Signage will be maintained throughout all of the facility, as well as staff and visitor areas. All staff should practice good hygiene by either washing their hands or using hand sanitizer for 20 second duration regularly.
- The guidelines recommended for individuals who cough or sneeze, is to do so into the bends of their arms and not into their hands.
- Staff working with infected inmates, or inmates suspected of being infected, will follow CDC recommended standard precautions and HOC protocol.
- Staff will pay careful attention to hand hygiene before and after all inmate contact or contact with items potentially contaminated with respiratory secretions, and will use gloves as needed. Additional droplet precautions may call for staff to wear eye protection (i.e., goggles or face shields) when within three feet of an inmate.
- All staff members should wear gloves when having any physical contact with inmates.
- Staff assigned to work with quarantined inmates will use a National Institute of Occupational Safety and Health (NIOSH)-approved N95 filtering face piece disposable respirator when entering the housing units.
- The House of Correction will maintain a reasonable stockpile of N95 respirators for emergency preparedness purposes.
- All staff members shall sanitize work area as previous stated.
- Inmates with known or possible pandemic will be fed with disposable dishes and utensils. These items should be treated as hazardous waste and disposed of in

Staff that become ill will be advised to seek medical attention and care from their private physicians before attempting to return to work. Employees who become ill will be advised to stay home until medically cleared, unless an alternative diagnosis is established or diagnostic tests are negative for influenza A or B virus or CoVid-19.

PROCEEDURES WHEN AN INMATE REPORTS SYMPTOMS

- Security staff, when approached by an inmate who reports they have the above referenced symptoms (cough, fever, shortness of breath), provide the inmate a mask or separate the inmate if possible from other inmates.
- Immediately contact medical staff, explain the symptoms and request that the inmate be seen immediately.
- Medical staff shall evaluate the inmate and make a determination as to whether quarantine is required.
- Notify your supervisor immediately.

PHASE II

During phase II a pandemic has been declared and/or a state of emergency has been declared for Wisconsin. In addition to the above criteria, during this phase we will attempt to limit exposure by placing limitations on the acceptance of new bookings and transfers.

- a) The Chief Judge will be contacted and an arrangement will be made to not accept DITR's who are symptomatic.
- b) Transfers from the CJF may be limited and additional screening protocol engaged by medical.
- c) Huber inmates may be offered alternative housing assignments such as Electronic Monitoring.

INMATE PROGRAMMING

Volunteer programming shall be cancelled temporarily. The cessation of Programming will be revisited after 30 days.

As you all know we pride ourselves on the robust programming offered to those within our custody and as part of our mission statement recognize our obligation to continue providing these services, of which could not be done without all of you supporting us. However, we must place health considerations and the safety and security of the institutions and those under our care at the forefront. To take pro-active measures we have implemented a number of risk aversion initiatives that will require us to make some changes to our operations.

Effective Monday March 16, 2020

- **Visiting**

- Will be transitioned to only allow professional visiting through glass booths.
- Discontinue in person video visitation. Remote video visiting will continue as usual.

- **Programs and volunteer services**

- All programs supported by volunteers will be converted to video conferencing, whereas at the designated time the service usually takes place the offenders will be gathered to participate in the program and the facilitator(s) will lead through video messaging services. You will be contacted by members of the programs staff to determine what is needed to continue providing services and they will work with you to exhaust every option in continuing the program.
- We will also be live-streaming various faith based services to supplement.
- Programs staff will be contacting you within the next three days to verify and assist in the continued programming and faith based activity via video.
- If you are not contacted by a programs staff member by Monday at 2:00 pm please call Captain Hutchins at 427-4751

In 30 days administration will review and send an update to determine how to continue. We thank all of you for your dedication and continued support of HOC programs

DELIVERIES

Vendors will be limited to those deemed essential only. These persons will be required to wash their hands before entering a facility and will be advised to do the same prior to exiting the facility.

MEAL DELIVERY

Delivery of inmate meals protocol:

1. All inmates will be fed in their cells or on their beds in dorms. Small contingents of identifiably healthy inmates will be used to deliver food and maintain kitchen operations. These inmates will be provided masks to deliver meals in housing areas where infected inmates are housed. Uninfected inmates shall not enter the quarantined housing units.
2. The food service provider (FSP) will be required to provide three meals per day, with the dinner meal being the only required hot meal. The FSP will have the latitude to modify any existing menus during the duration of a health emergency. Menu modifications are subject to the approval of Superintendent or his/her designee.

MEDICAL SERVICES AND MEDICATION DISTRIBUTION

The health care provider will administer medications only to those inmates with chronic or serious medical conditions. The health care provider will deliver medications cell to cell or dorm to dorm. Medications will continue to be dispensed in a coordinated fashion at the housing areas in order to limit inmate movement through the facilities, unless otherwise modified by the Medical provider and/or the HOC Administration.

1. The health care provider will be required to complete a daily face-to-face review of all inmates housed in designated quarantine units. The health care provider will be required to maintain written documentation of all completed rounds.

COMMISARY

Commissary deliveries will continue to occur providing that prevailing conditions allow it to occur in a safe manner.

PHASE III

Phase III indicates that there has been a confirmed case at the House of Correction. Once quarantine measures have been implemented the following protocol will be in effect:

1. Quarantined dorms shall be utilized in the North building as it currently has less traffic.
2. E2, F2, G2, H2 will be used first as the ventilation for these dorms are in their own block.
3. Maintenance shall reverse air flow and create a negative pressure system for the quarantined dorms.
4. All inmates with confirmed CoVid-19 cases shall be housed in O2 negative pressure cells. If the confirmed case total rises above three, transport to outside medical facilities would be explored. If no outside medical facilities were available, all confirmed CoVid-19 cases would be housed in a separate dorm in the North. The medical provider would monitor and treat as necessary.
5. All inmates who had contact with the infected inmate would be placed in quarantine as a preventative measure. **DO NOT** house non-confirmed cases with confirmed cases.
6. Inmates with confirmed or suspected cases may not leave the housing unit for any reason, such as court or professional visits.

STAFFING

In the event of excessive critical number of staff sick calls mandatory overtime protocol will be in effect. Depending on evolving circumstances and available staff, those positions deemed non-essential positions will be allowed to work remotely.

Vacations may be cancelled.

Other housing options may be explored for some qualified inmates such as electronic monitoring.

If the HOC Administration determines that the staffing level is at a critical level as to impact the safe operation of the facility, the Superintendent will request additional assistance from the Milwaukee County Executive. Under advisement, the County Executive may request the assistance from the Wisconsin Governor to deploy the National Guard.

The health crisis is a fluid situation and changes daily. Therefore this plan may be modified at the discretion of the Superintendent as needed.

