

COUNTY OF SANTA CLARA

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4605



Laurie Smith
Sheriff

MEMORANDUM

TO: All Staff
FROM: COVID-19 Incident Command Center
SUBJECT: ICC Directive 20-48 (Surgical Masks and Mandatory COVID-19 Testing)
DATE: November 12, 2020

Sheriff's Office Personnel,

On November 3, 2020, County Executive Dr. Jeff Smith issued the attached memorandum to address his concern that staff working in custodial settings can initiate the spread of the COVID-19 virus to inmates and other staff members. The memorandum contains two (2) directives which pertain to staff working for the Probation Department, Department of Corrections, Sheriff's Office Custody Bureau and Custody Health Services. It also gives these departments the latitude to establish policies for other County staff and contractors who have frequent contact with inmates, youth or staff in a custody setting.

The first directive states, effective immediately all County staff assigned to the above listed departments are required to wear surgical masks. Surgical masks are more effective than cloth masks and gaiters. The Custody Bureau was recently given thousands of surgical masks to ensure all of our employees working in these settings have them available to abide by this directive. ****The use of all cloth masks and gaiters is no longer allowed while working inside of our Jail Facilities (i.e., Main Jail and Elmwood).****

It does not otherwise prevent employees working outside of these environments from using cloth masks and gaiters while working in an Enforcement capacity. However, when transporting and/or booking an inmate, deputies are required to wear a surgical mask. If a surgical mask is needed, ask your immediate supervisor. (Refer to ICC Directive 20-46 for further guidance regarding indoor face mask requirements.)

The second directive requires mandatory COVID-19 testing every two (2) weeks for County staff assigned to the above listed custody settings. The Sheriff's Office Personnel Division's Health and Injury Prevention Coordinator, Lieutenant Asban (408-808-4629), will be sending out details to include a schedule and testing locations soon.

Prior to the creation of the memorandum, Dr. Smith consulted with the Department of Public Health regarding the changes to face covering requirements and COVID-19 testing implementation. The two directives were created in an effort to help prevent the spread of COVID-19 in a custodial setting. Thank you for your cooperation in these efforts.

County of Santa Clara

Office of the County Executive

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-5105



MEMORANDUM

DATE: November 3, 2020

TO: Martha Wapenski, Deputy County Executive
Eureka C. Daye PhD., MPH, MA, CCHP, Director, Custody Health Services
Timothy Davis, Assistant Sheriff
Laura Garnette, Chief Probation Officer, Probation Department
Sherri Terao, Director, Behavioral Health Services Department

FROM: Jeffrey V. Smith, M.D., J.D., County Executive DS
CEJS

RE: Surgical Masks and COVID-19 Testing of Staff

The coronavirus continues to circulate in our community, state, and nation at significant levels. Custody settings are more prone to COVID-19 outbreaks. We have done a good job of ensuring that new inmates and youth entering custody settings who might have COVID-19 do not spread it to others. However, transmission from staff remains a concern. Staff who work in custody settings continue to test positive and, in multiple instances, have spread the virus to other staff or inmates. There have been multiple cases of inmates testing positive despite being incarcerated for months. We have learned this through departmental investigations of positive cases and through genomic sequencing.

In consultation with your Departments and Public Health, I am issuing the following directives to further reduce the risk of COVID-19 transmission to staff, inmates, and youth in the County's four custody settings. While these directives would primarily affect the Probation Department (Probation), the Department of Correction (DOC), the Sheriff's Custody Bureau (Custody Bureau), Custody Health Services (CHS) and a small number of Behavioral Health Services Department (BHSD) staff, the directives are applicable to all County Departments with staff assigned to custody settings.

- 1. Face Coverings.** Effective immediately, all County staff assigned to custody settings must wear surgical masks. Wearing masks protects both the wearer and others. Surgical masks are more effective than cloth face coverings or neck gaiters. The County's Emergency Operations Center (EOC) provided Probation, Custody Bureau, and CHS with 11,000 surgical masks in case departmental supply orders were not filled in a timely manner. Inmates can continue using their current face coverings because staff are the ones who are coming in and out of the custody

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settings, and we have efficient protocol for newly admitted inmates and youth. This directive does not preclude CHS from requiring staff to wear N-95s and other personal protective equipment for certain procedures.

- 2. Surveillance Testing Implementation Priorities.** All County staff assigned to the four custody settings must be tested *every two weeks*. Previously, Public Health recommended that staff be tested once every five weeks. Department heads are responsible for determining which staff must be tested, communicating requirements to their staff, establishing policies and procedures to ensure compliance, and reporting on adherence to the testing requirement.

Departments should work with CHS to implement an onsite testing schedule and programs. CHS is adding up to 10 FTE temporary staff, a combination of registered nurses, licensed vocational nurses, and medical assistants to meet the surveillance testing recommendations. While staff may be tested by CHS, staff may also use their own medical providers, one of the County-operated testing sites (e.g., Fairgrounds), or a community-based testing site (e.g., Verily at Mount Pleasant High School).

In consultation with Public Health, the Custody Bureau, the DOC and Probation may establish face covering and testing policies for other County staff and contractors who have frequent contact with inmates, youth or staff in custody settings.

Please coordinate with Ky Le, Deputy County Executive (408) 421-4597 or Ky.Le@ceo.sccgov.org. The next off-agenda reports for the Board are planned for November 15, 2020 and January 15, 2021.

cc: Laurie Smith, Sheriff, County of Santa Clara
Miguel Márquez, M.P.P., J.D., Chief Operating Officer
James Williams, County Counsel
Megan Doyle, Clerk of the Board
Deputy County Executives & Senior Staff
Sara Cody, M.D., Director, Public Health Department and Public Health Officer
George Han, MD, MPH, Deputy Health Officer