

## **Perry County Community Corrections**

### **COVID-19 plans to resume operations of the office**

Currently, all Perry County Community Corrections staff are working from home. The office is closed to the public. Drug testing has stopped. Clients are being seen by phone and virtually via Zoom. Home visits also ceased at this time.

Beginning May 18, 2020, Perry County Community Corrections will begin to resume partial operations in the office.

#### **STAFF:**

One staff member will be in the office a week at a time, Monday – Friday 8am-4pm. The four full time staff will rotate a week on/off at a time. The office will be closed for lunch daily. The staff member assigned to work, must take her temperature before coming to work. If any staff member has a fever, they will not be able to work. If any staff member has any COVID-19 symptoms, she will not be permitted to work and another staff member will take her place in the office. Staff must wear a mask and practice social distancing when in contact with others. Staff will wash their hands frequently when in the office and sanitize the office before leaving for the day.

If the Director would contact COVID-19 or be required to be quarantined; Donna Bryant, Case Manager will assume the duties of the Director.

#### **OFFICE:**

Plexi glass is to be installed at the administrative assistance's front desk. Tape will be put down on the floor to indicate social distancing requirements of those entering the office. Hand sanitizer will be provided for staff and clients in the Detention Center Lobby and in the Community Corrections Office. The office will be sanitized daily. Once clients begin to enter the office, the office will be sanitized between each client as well as at least once daily.

#### **CLIENTS:**

Staff will continue to have contact with clients via phone and/or virtual appointments. Virtual appointments are being done on Zoom. This process will continue until at least June 1. This could be extended depending on COVID-19 cases. When one-on-one appointments resume with clients, staff and clients will be required to wear masks and practice social distancing. The client will be required to stay in their vehicle and call the office to check in. Once the case manager is ready to see the client, the case manager will call the client to give them further instructions. When appropriate, staff will meet the client outside at a 6 foot distance for their appointment. If outside conditions are not suitable for this, the case manager will sit behind the glass in the Administration area of the Perry County Detention Center and the client will remain in the lobby. Once clients are allowed access into the office, the client will remain in the seating area of the office at the 6 foot distance marked location and the case manager will stay behind the plexi glass to be installed at the administrative assistance's desk. Zoom meetings will continue for ill and/or at risk clients. Masks or facial covering must be worn by all individuals. If a client does not have a mask/facial covering, the appointment will be rescheduled. Clients will be required to notify staff of any COVID-19 symptoms prior to their appointment. If a client has any COVID-19 symptoms, his/her appointment will be rescheduled.

**DRUG TESTING:**

Drug testing will begin to be done virtually as early as May 11, 2020. Supplies will be sent to clients' homes where the test will be observed virtually by the drug screen collector via Zoom. For clients that don't have access to Zoom, beginning May 18, the client will be required to report to the office and stay in his/her vehicle. The client will call from their vehicle to check in and wait for further direction from the drug screen collector. The drug screen collector will be observing the testing at a 6 foot distance. All drug screens will be oral until further notice. All staff and clients are required to wear a mask/facial covering.

**HOME VISITS:**

Home visits do not have a date to resume at this time. Once home visits resume, the field officer will not be making entry in the home. The client will be asked to step outside on the porch or in the yard and maintain 6 foot social distancing to meet with the field officer. The field officer will not be conducting home searches or administering breath tests or drug screens until further notice.