MEMORANDUM

TO: All DCR Employees

FROM: Paul Simmons, Deputy Commissioner – Field Services

DATE: March 18, 2020

RE: Coronavirus (COVID-19) Precautions

Please be advised that effective Thursday, March 19, 2020, due to the Coronavirus (COVID-19), volunteers will not be permitted inside of DCR facilities. Also, facility to facility movement of inmates is restricted with the exception of security or medically necessary transports and those movements must be approved by the Assistant Commissioner of the Bureau or his/her designee prior to the transport. We will be coordinating with Assistant Commissioners from each Bureau and facility movement guidelines will be forthcoming.

Please continue to utilize precautions and good hygiene such as the frequent washing of hands and not touching your eyes, nose and mouth. If soap and water is not available, utilize hand sanitizer that is at least 60 percent alcohol. Practice good environmental cleaning and keep your work area sanitized.

Thank you for your cooperation.

PS/dh