



Department of Public Safety and Correctional Services

Office of the Secretary

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MEMORANDUM

TO: All Wardens, Assistant Wardens, Facility Administrators

FROM: Carolyn J. Scruggs, Assistant Secretary
Programs, Treatment & Re-Entry Services

DATE: April 13, 2020

RE: Procedures for Admission and Discharge of COVID-19 Cases In
Isolation and Quarantine Areas within the Facilities

The following procedure has been implemented to ensure implementation and removal of Isolated and Quarantine population:

- A medical order is required for inmate admission and discharge from Isolation or Quarantine status for COVID 19 suspects or close contacts.
- The order will be by the Regional Medical Director (RMD)/On-call Provider to the Facility Dispensary Nurse.
- ALL Quarantined/Isolation patients shall be placed on medical hold by the RMD/On-call Medical Provider through a written medical order.
- The nurse will make routine notifications to custody regarding transfer of housing. The transfer will be identified with an alert for (quarantine or isolation related to COVID 19).
- All inmates must be transported with a mask.
- The RMD/On-call Provider will directly notify the Facility Warden/Designee of the transfer.
- Admission or discharge from quarantine or isolation, as well as, identification of housing placement will be coordinated between the RMD and the Warden/Designee.

- Admission or discharge will be facilitated in conjunction with the Warden/Facility Staff once they are aware of the order and worked with the RMD to identify the placement area.

Definitions

- *Medical Isolation* – Refers to confining a confirmed or suspected *COVID-19* case (ideally to a single cell with solid walls and a solid door that closes), to prevent contact with others and to reduce the risk of transmission.
- *Quarantine* – Refers to the practice of confining individuals who have had close contact with a *COVID-19* case to determine whether they develop symptoms of the disease. Quarantine for *COVID-19* should last for a period of 14 days. They should be monitored for sign and symptoms.

CJS:tdp

c: Robert L. Green, Secretary
Michael J. Zeigler, Deputy Secretary - Operations
Christopher McCully, Deputy Secretary – Administration
Gary McLhinney, Assistant Secretary – Special Operations
File