

Exhibit B



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES



MEMORANDUM

Date: February 26, 2021

To: California Department of Corrections and Rehabilitation All Staff
California Correctional Health Care Services All Staff

From:

DocuSigned by:

Connie Gipson

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Connie Gipson
Director
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Joseph Bick, M.D., CCHP
Director
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Subject: **NOVEL CORONAVIRUS DISEASE 2019 (COVID-19) INSTITUTION ENTRANCE SCREENING, TESTING PROCEDURES AND eLEARNING COURSE REVISED**

Effective March 1, 2021, this memorandum updates expectations related to Novel Coronavirus Disease 2019 (COVID-19) entrance screening and rapid testing procedures at California Department of Corrections and Rehabilitation (CDCR) institutions. Symptom screening and testing are essential steps the Department has taken to lower the chance of COVID-19 transmission in the workplace. In light of voluntary vaccinations and mandatory testing for COVID-19, the entrance screening process has been modified. All institutions shall implement and abide by the procedures outlined in this memorandum to improve the consistency and effectiveness of the entrance screening and rapid testing process.

Guidance for Employees Who are Sick

In an effort to prevent and reduce transmission of illness, the Centers for Disease Control and Prevention recommends that employees stay home when sick with influenza-like illness including COVID-19. Employees shall self-screen prior to reporting for work and if experiencing any COVID-19 or flu-like symptoms the employee shall:

- Not report to work,
- Immediately follow existing procedures for calling in sick, and
- Consult with their personal health care provider for additional guidance.

Training for Entrance Screeners

The COVID-19 Entrance Screening eLearning Course is training designed for all staff assigned to conduct entrance screenings. All entrance screeners, including those newly appointed to perform entrance screening or those who completed the previous version of entrance screener training, prior to March 1, 2021, shall complete the revised eLearning Course entitled "COVID-19 Entrance Screening," in the Learning Management System (LMS). Please note, if you are assigned to conduct entrance screening you will **not** automatically be enrolled for this eLearning course. The COVID-19 Entrance Screening eLearning

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course is available for self-enrollment on the LMS by searching the course name “COVID-19 Entrance Screening” or BET Code 11062470.

The Chief Executive Officer (CEO) for California Correctional Health Care Services (CCHCS), and Warden for CDCR are responsible for ensuring all staff assigned to conduct entrance screening are trained as follows:

- New screeners shall complete training prior to conducting entrance screening.
- Current screeners shall complete revised training within 14 business days from the date of this memorandum.

A compliance report entitled “COVID-19 Entrance Screening” is available in LMS that lists employees who complete the training. The CDCR In-Service Training Offices and CCHCS Institution Training Coordinators have been provisioned access to the compliance report.

Institution entrance screening is an equally shared responsibility and as such, screening staff shall be comprised of trained non-health care or health care staff. Institution CEOs and Wardens shall coordinate and ensure appropriate coverage is available on each watch to conduct entrance screening for all staff, vendors, volunteers, contractors and visitors.

Entrance Screening Process

COVID-19 entrance screening consists of the following two-step process:

Step 1: Symptom and Exposure Risk Screening

All individuals including institution, headquarters and regional staff; contractors; vendors; volunteers and visitors shall verbally answer screening questions prior to being permitted to enter an institution. See the revised [Symptom and Exposure Risk Screening](#) decision tree.

Step 2: Temperature Measurement

Temperature measurements shall be taken for each individual with a non-contact, infrared, digital thermometer by screening staff.

The screening shall take place at either the parking lot entrance gate, while individuals are in their vehicles or at a designated screening location (e.g., the institution’s first pedestrian access point) per the institution’s entrance screening plan as approved by the Regional Health Care Executive (RHCE), CCHCS, and Associate Director (AD), CDCR. Screening locations shall be placed in an area as to catch every person coming onto grounds thus preventing any circumvention of the screening process.

Determining Entrance into the Institution

Entrance screeners shall refer to the revised [Symptom and Exposure Risk Screening](#) decision tree to determine who shall be granted entrance to an institution or sent for testing to determine entrance into the institution. All individuals referred for COVID-19 testing will be required to sign the [Referrals for COVID-19 Rapid Testing Log](#).

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- Individuals will be sent for COVID-19 testing if any of the following occur:
 - Answers to screening questions indicate testing is necessary
 - Have a temperature measured equal to or greater than 100.4° Fahrenheit
 - Observed to have COVID-19 or flu-like symptoms by screening staff
 - Become symptomatic for COVID-19 while at the institution

- Individuals who respond “yes” to any screening questions, which may be related to underlying health care conditions, shall have further triage with a licensed nurse. Based on the clinical judgment of the nurse, the individual may be allowed entry into the institution. Employees providing medical substantiation of an underlying health care condition consistent with COVID-19 symptoms will not need additional triage. Medical substantiation shall be kept by the employee and shown to screening staff each day and shall include the specific COVID-19 like symptom(s) and a date the symptom(s) are expected to resolve or if the symptom(s) are permanent.

- Individuals sent for COVID-19 testing shall be provided an N95 mask, which shall be donned prior to entering the institution. Individuals shall immediately report to the designated testing location within the institution. Point of Care (POC) rapid testing will be administered by an Employee Health Program (EHP) licensed nurse or trained staff. Results of the test can take up to 30-minutes and individuals will be required to wait at the testing location until the results are received. Employees awaiting test results shall call their immediate supervisor and advise them of their location in the event they will be late to their post. In the event POC rapid test results are unavailable, individuals will be provided a PCR test and sent home until results are available. Individuals shall follow the EHP nurse’s directions regarding testing and subsequent protocol based on test results and clinical judgement.
 - Individuals who receive a negative POC rapid test result and are asymptomatic will be allowed to report for duty or conduct business within the institution.
 - Individuals who receive a negative POC rapid test result and are symptomatic will be assessed by the EHP nurse including a review of symptoms and may be sent home based on the EHP nurse’s clinical judgement.
 - Individuals who receive a positive POC rapid test result shall be sent home.

Individuals Denied Entrance to an Institution

- All individuals testing positive for COVID-19 (with or without symptoms) shall be denied entrance to the institution and immediately sent home to self-isolate. Individuals shall not return to the institution until:
 - ✓ At least 10 calendar days have passed *since symptoms first appeared or first positive diagnostic viral test result* **and**
 - ✓ At least 24 hours have passed *since last fever of 100.4 or greater without the use of fever-reducing medications* **and**
 - ✓ Symptoms (e.g., cough, shortness of breath) have improved.

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- CDCR/CCHCS employees who test positive shall immediately notify their supervisor pursuant to established call in procedures. All COVID-19 Administrative Time Off (ATO) and leave usage questions can be found by viewing the CDCR and CCHCS decision trees:

[Employee Health Exposure ATO Decision Tree](#)

[Essential/Non-essential Employee Decision Tree](#)

[ATO Decision Tree](#)

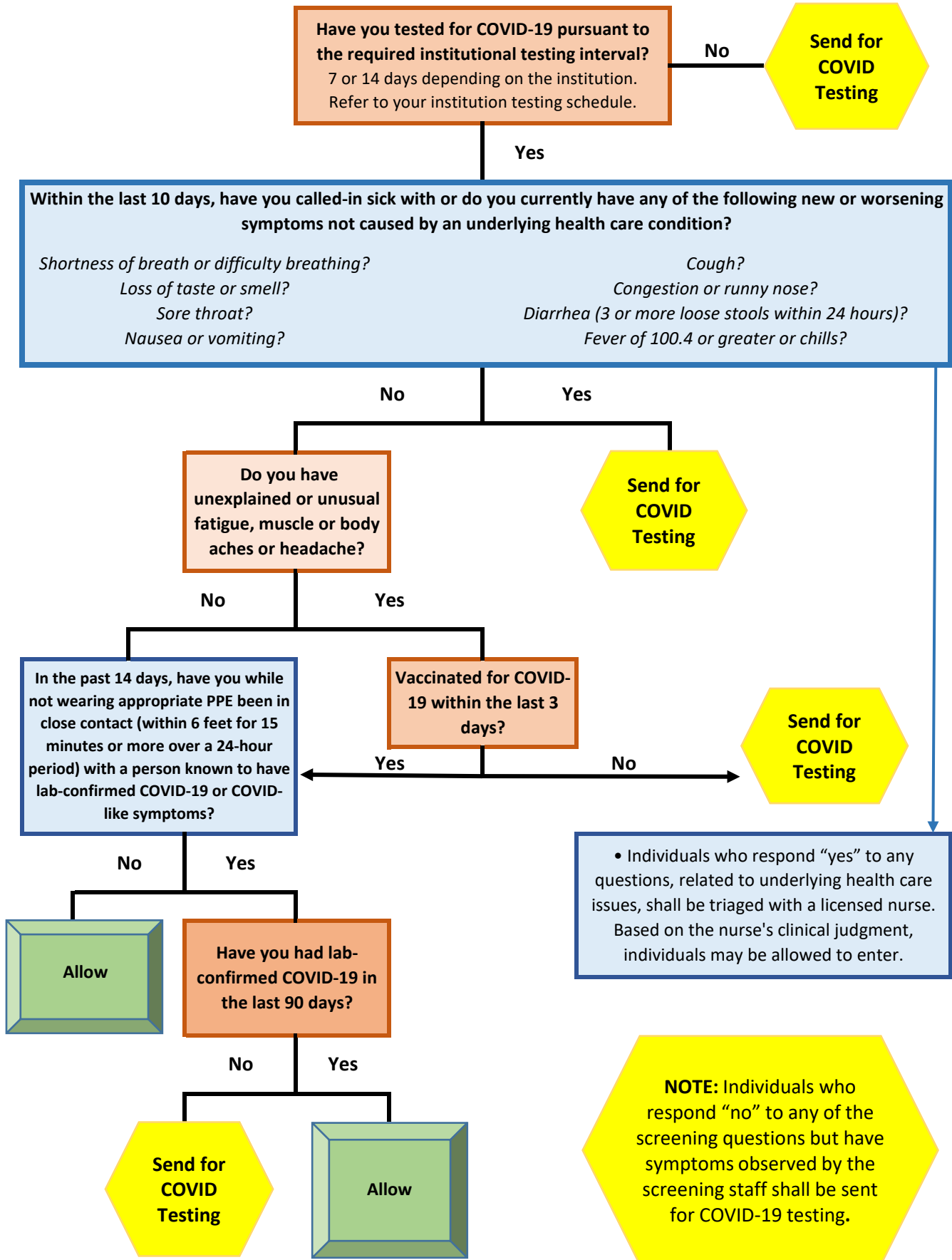
Thank you for your continued dedication and commitment to reducing the spread of COVID-19 and protecting the health and safety of our inmates, staff, and the public. If you have any questions regarding implementation of the entrance screening and rapid testing procedures, please contact the institution's RHCE for CCHCS and AD for CDCR.

For LMS related issues, CCHCS staff shall contact the Staff Development Unit at cchcsSDULMSTrainingHelp@cdcr.ca.gov and CDCR staff shall contact your In-Service Training Office.

Additional information on entrance screening, rapid testing, and other COVID-19 topics can be found on CCHCS Lifeline Coronavirus (COVID19) webpage. Click [here](#) to access these resources.

Attachments

Symptom and Exposure Risk Screening



**CDCR/CCHCS DAILY COVID-19 SCREENING
REFERRALS FOR POC TESTING LOG**

INSTITUTION:

	DATE	WATCH	LAST NAME	FIRST NAME	PERNR # OR DATE OF BIRTH	SIGNATURE
1						
2						
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COVID-19 SCREENING



In order to ensure the health and safety of CDCR/CCHCS employees, our population, and visitors, we have implemented a screening questionnaire that ***must be completed every time prior to entering this facility***

Have you been tested for COVID-19 pursuant to the required institutional testing interval?

In the last 10 days have you called-in sick with or are you currently experiencing any of the following new or worsening symptoms not caused by an underlying health care condition:

- Fever of 100.4 or greater or chills?
- Diarrhea (3 or more loose stools within 24 hours)?
- Cough?
- Sore throat?
- Shortness of breath or difficulty breathing?
- Congestion/runny nose?
- Nausea or vomiting?
- Loss of taste or smell?

Do you have unexplained/unusual fatigue, muscle/body aches, headache and have not been vaccinated in the last 3 days?

Within the past 14 days, have you while not wearing appropriate personal protective equipment been in close physical contact (within 6' for 15 minutes or more over 24 hours) with a person who is known to have lab-confirmed COVID-19 or COVID-like symptoms?

Have you had lab-confirmed COVID-19 within the last 90 days?

IF YOU ARE EXPERIENCING ANY OF THE ABOVE SYMPTOMS OR SITUATIONS, ALERT SCREENING STAFF IMMEDIATELY