



CUSTODIAL COVID-19 SAFE PLAN

Correctional Centre Visitors – Professional, Official or Other Business Purposes

Background

As the wider community begins to progressively return to pre COVID-19 activities, it is important that correctional centres maintain caution over a sustained period of months. This means that Queensland Corrective Services (QCS) needs to ensure that our service delivery models can be sustained in a way that also maintains the protection of all staff, prisoners and visitors over the longer term.

The SARS-CoV-2 virus is a highly contagious virus and there is not yet any substantial immunity across the community.

Because of the nature of closed environments and the prevalence of chronic health issues, prisoners are at increased risk of COVID-19 infection and correctional centres are more vulnerable to transmission.

As there is currently no vaccination to prevent COVID-19, avoidance of exposure is the single most important measure for preventing spread of the virus.

Objective

A consistent QCS Custodial approach that ensures correctional centres can safely maintain and reintroduce Professional, Official or Other Business Purposes visits during the COVID-19 pandemic, while minimising the risk of its introduction to, or spread within, a correctional centre.

Principles

- There is no current Queensland Chief Health Officer Directive or QCS Declaration of Emergency that prohibits a Professional, Official or Other Business Purposes visitor from visiting a correctional centre.
- COVID-19 Infection prevention and control measures must be in place (refer COVID-19 Guidelines) including social distancing, hand hygiene and cough/sneeze etiquette.
- An approved COVID-19 Safe Plan Correctional Centre Visitors – *Professional, Official or Other Business Purposes* must be in place prior to recommencing visits.
- The COVID-19 Safe Plan Correctional Centre Visitors - *Professional, Official or Other Business Purposes* and Correctional Centre Checklist (Checklist) must be reviewed at a minimum each month.
- All Professional, Official and Other Business Purposes visitors are subject to a COVID-19 screening process.



Infection Prevention and Control Measures

All Professional, Official or Other Business Purposes visitors must comply with the following COVID-19 standard precautions when visiting;

- social distancing,
- hand hygiene,
- good respiratory hygiene/cough/sneeze etiquette,

Visits booking

- visits booking telephone lines must include COVID-19 information/messaging relating to social distancing and infection control.
- visitors must confirm that their contact details are current.

Visits processing

- COVID-19 signage must be displayed prominently to describe symptoms of COVID-19 and to help explain the importance of social distancing, hand hygiene, cough/sneeze etiquette and staying away from centres when unwell.
- a COVID-19 cleaning regime must be implemented for the visitor processing area, including all public access areas.
- Visits processing and waiting areas must have seating and floor markings that reflect social distancing.
- hand sanitiser (at least 60% alcohol-based) must be made available at key entry and exit points.
- vending machines, play areas and water bubblers must be cordoned off.

Visitor Screening and Restrictions on Entry into all Centres

Visitor screening must occur prior to entry into a correctional centre.

At a minimum, screening must include;

- each visitor being asked one or more clinically formulated questions relating to COVID-19 risk identification, and
- temperature testing.

The following visitors will be restricted from entry;

- Those who have returned or arrived from overseas in the last 14 days.
- Those who have had contact with a confirmed case of COVID-19 in the last 14 days (*contact is defined as anyone who has been in contact with a known case while they were infectious, which includes the 24 hours before they became symptomatic*).
- Those with fever or symptoms of acute respiratory infection (e.g., cough, fever, sore throat, runny nose, shortness of breath, loss of sense of smell or taste).
- Those who have a COVID-19 Risk Identification clinically advised temperature.



- Main Gate foyers and walkways must have floor markings that reflect social distancing.
- COVID-19 signage must be displayed prominently to describe symptoms of COVID-19 and to help explain the importance of social distancing, hand hygiene, cough/sneeze etiquette and staying away from centres when unwell.
- hand sanitiser (at least 60% alcohol-based) must be made available at key entry and exit points.

Individual prisoner contact (one on one)*

- individual contact sessions must occur in an approved location or interview room.
 - Approved locations and interview rooms must be specified within the Checklist,
 - *Professional, Official or Other Business Purposes* visitors will be notified of approved location/s and/or interview room/s,
 - *Professional, Official or Other Business Purposes* visitors must comply with COVID-19 standard precautions (refer Infection Prevention and Control Measures).

Contact with more than one prisoner at the same time (group)*

- group contact sessions will occur in an approved location.
 - Approved locations must be specified within the Checklist,
 - *Professional, Official or Other Business Purposes* visitors will be notified of approved location/s,
 - *Professional, Official or Other Business Purposes* visitors must comply with COVID-19 standard precautions (refer Infection Prevention and Control Measures).

Visit not requiring contact with prisoners'

Escorted

- As directed by escorting officer.
 - must comply with COVID-19 standard precautions (refer Infection Prevention and Control Measures).

Unescorted

- must comply with COVID-19 standard precautions (refer Infection Prevention and Control Measures).

*No physical contact is permitted (medical treatment/assessment etc excepted).



Work station (where relevant)

- social distancing must be applied to all work areas.
- a COVID-19 cleaning regime must be implemented for all work areas.
- hand sanitiser (at least 60% alcohol-based) must be made available.

Communication

The COVID-19 Safe Plan Correctional Centre Visitors - *Professional, Official or Other Business Purposes* must be communicated and made available to all visitors.

The COVID-19 Safe Plan Correctional Centre Visitors - *Professional, Official or Other Business Purposes* and Checklist must be communicated and made available to all staff in each correctional centre.

Implementation

- Correctional Centre Chief Superintendent, General Manager (or delegate) must consult with Local Workplace Consultative Committee (LWCC) and Workplace Health and Safety Representatives (HSR) with regard to the requirements of the COVID-19 Safety Plan – Correctional Centre Visitors - *Professional, Official or Other Business Purposes* visitors and Checklist.
- A copy of the completed COVID-19 Safety Plan Correctional Centre Visitors – *Professional, Official or Other Business Purposes* and Checklist must be provided to the State Corrections Operations Centre (SCOC) @ email address COVID19CustodialOps@Corrections.qld.gov.au prior to the recommencement of visits.
- A copy of any changed/modified COVID-19 Safety Plan Correctional Centre Visitors – *Professional, Official or Other Business Purposes* Checklist must be forwarded to the COVID19CustodialOps@Corrections.qld.gov.au email address.



COVID-19 SAFE PLAN - Correctional Centre Professional, Official or Other Business Purposes - Checklist

Service delivery activity	Actions/Mitigations	Yes	No
Visits booking and processing	Visits booking line includes relevant COVID-19 information		
	COVID-19 'Identifying the symptoms' posters in place		
	Qld Health 'Stop the spread of germs' posters in place		
	Qld Health 'Clean Hands Save Lives' posters in place		
	Social distancing seating and floor markings are in place		
	Hand sanitiser available at entry and exit points		
	Vending machines cordoned off		
	Playground equipment cordoned off		
	Water bubblers cordoned off		
Cleaning regime implemented			
Main Gate	COVID-19 Identifying the symptoms posters in place		
	Qld Health Stop the spread of germs posters in place		
	Qld Health Clean Hands Save Lives posters in place		
	Social distancing floor markings are in place		
	Hand sanitiser available at entry and exit points		
	Visitor screening process and technology in place		
Cleaning regime implemented			
Individual prisoner contact	A list of approved interview rooms has been developed		
	A list of approved locations has been developed		
Contact with more than one prisoner at the same time (group)	A list of approved locations has been developed		
Consultation	Consultation has occurred with local LWCC representatives		
	Consultation has occurred with local WH&S representatives		
Correctional Centre:			
Approved		Not Approved	
<i>Sign:</i>		<i>Date:</i>	

