



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Date: September 25, 2020

To: K Building Inmates

From: CUS Harden

Re: K Building Quarantine Updates

Access to Water/Ice

- If you need water/ice, stand outside your cell with the door closed. Please remain in front of your cell until addressed by a staff member.

Access to Hot Water

- You can bring one cup with you to each meal, which you can use to get hot water prior to returning to your room.

Bathrooms

- Utilizing the bathrooms will not be restricted; however, we need to limit the number of people in order to maintain social distancing. Three inmates will be allowed to use the toilets/urinals at a time in each bathroom.
- If you need to use the bathroom, follow the directions in the Movement (General) section.

Canteen

Canteen will be delivered on Monday (every other week). No showers will occur on Canteen days.

Dayroom Time

There will not be any dayroom time. Access to dayrooms will be reexamined regularly.

Laundry Exchange

- Inmates may pick up their clean laundry rolls at shower time.
- Inmates will bring their dirty laundry with them at shower time. They will place their dirty laundry into the bins.
- Unit Laundry Workers will fill out laundry slips at this time with staff supervision. Slips will not be issued to each inmate.
- Institution main laundry will pick up and drop off laundry bins outside of the unit.
- Use of unit laundry rooms and equipment (wash machine & dryer) will not be permitted at this time.

Linen Exchange

- Sheet exchange will occur on Wednesday.
- Inmates will be directed by staff to bring their dirty linen with them at shower time to be exchanged along with their dirty laundry.

Mail

- Inmates will be allowed to drop mail in mail box when out for meals, showers, or medication delivery.
- Staff will deliver mail to inmates.

Masks/Cloth Face Coverings

Masks must be properly worn at all times outside the cell (covering your mouth and nose). The only exception is for meals, which is described below.

Meals

- Tray assist and special diet meals will eat first as usual with their roommate.
- You are to remain in your room until released by staff. You are to sit two at a table with your roommate only. If you do not have a roommate, you will sit at a table by yourself. You must wear your face covering until you are seated at the table, and it must be put back on before leaving the table.
- Inmates may bring their own cup(s) to meals for hot water/ice.

Medication/Diabetic Checks

- Medication will be conducted in a controlled manner, maintaining social distancing.
- HSU controlled medication/diabetic checks are completed on unit.
- Non-emergent off-site appointments have been cancelled.

Movement (General)

There will be no free movement within the unit. If you need something from a staff member, stand outside your cell with the door closed. A staff member will check on you to see what you need. This process also includes bathroom usage.

Off-Unit Activities

There will not be any off-unit activities.

Photos

Unit photos are not allowed at this time.

Showers

Lower and upper tiers will alternate days for showering. Showering will not occur on Mondays due to canteen delivery. Only **two** inmates are allowed per side (roommates) to be showering at the same time. If you are in a single cell you will shower alone. Staff will go door to door to offer inmates time to shower.

Telephone/Kiosks

- Telephones/Kiosks will be available for use, following your shower, during your room's designated shower time. This will be your only opportunity at this time.
- Telephones/Kiosks are available, even if a shower is refused.
- Kiosk and telephones must be sanitized for at least 10 minutes prior to next usage.
- Face coverings **MUST** be worn while on the telephone.
- Telephone receivers will be covered with material for sanitizing.
- Unit workers may step away to utilize the telephone/kiosk during their room's designated time.
- Telephone calls will be limited to five per week.

Unit Workers

- Only essential unit workers will be utilized.
- Dayroom Unit Workers/Volunteers will be responsible for providing sanitation throughout the day (ex. Wiping down door handles, bathroom doors, buttons on bubbler, kiosks, phones, tables, chairs, railings, etc.).
- Workers will be screened by staff before beginning work for the day by checking temperature and asking approved questions.
- Unit workers will be allowed to shower once per day as time permits.

Other unit activities and functions will be considered on a case by case basis.

Phase 2 Guidance for Non-wet Cell Quarantined Buildings

This document pertains operational opportunities after initial 48 hours of non-wet cell quarantine. Based on operational circumstance unit may stay in initial quarantine status for longer but not less than 48 hours.

If you have further questions/suggestions please send them to the Unit Supervisor AND the Incident Command mailbox:

DOCDLDAIOSCIIncidentCommand@wisconsin.gov

Access to Water

- If you need water, stand outside your cell with the door closed. Please remain in front of your cell until addressed by a staff member.

Access to Ice

- Ice will be delivered periodically, based on unit operations.
- Unit specific direction for ice may be established by Unit Supervisor

Access to Hot Water

- You can bring one cup with you to each meal, which you can use to get hot water prior to returning to your room.
- Unit specific direction for additional hot water may be established by Unit Supervisor.

Bathrooms

- Bathrooms will not be restricted; however, we need to limit the number of people in order to maintain social distancing. If you need to use the bathroom, follow the directions in the Movement (General) section.
- Unit specific direction for bathrooms will be established by Unit Supervisor.

Canteen

Canteen may be delivered on unit.

Cell Cleaning

Unit specific direction for cell cleaning may be established by Unit Supervisor

Diabetic Monitoring

Diabetic monitoring will be completed on-unit.

Dayroom Time

There will not be any dayroom time. Access to dayrooms will be reexamined regularly.

HSU Area

HSU area designated for HSU staff to see patients will be established by the Unit Supervisor.

Laundry Exchange

Unit specific direction for laundry exchange will be established by Unit Supervisor.

Linen Exchange

Unit specific direction for linen exchange will be established by Unit Supervisor.

Mail

- Unit specific direction for mail may be established by Unit Supervisor

Masks/Cloth Face Coverings

Masks must be properly worn at all times outside the cell. The only exception is for meals, which is described below.

Meals

- You are to remain in your room until released by staff. You are to sit two at a table with your roommate only. If you do not have a roommate, you will sit at a table by yourself. You must wear your face covering until you are seated at the table, and it must be put back on before leaving the table.

Medication

- Medication delivery will be conducted in a controlled manner, maintaining social distancing.
- HSU controlled medication/diabetic checks are completed on unit.

Movement (General)

There will be no free movement within the unit. If you need something from a staff member, stand outside your cell with the door closed. A staff member will check on you to see what you need. This process also includes bathroom usage.

Off-Unit Activities

There will not be any off-unit activities.

Personal Protective Equipment (PPE)

If the supply of masks gets low, call HSU (extension 6000) and request them.

Photos

Unit photos are not allowed at this time.

Showers

- Will be determined on a unit by unit basis.
- Unit specific direction for showers will be established by Unit Supervisor.

Telephones /Kiosks

- Unit specific direction for telephones/kiosks may be established by Unit Supervisor.
- Face coverings MUST be worn while on the telephone.
- Kiosks/Telephones must be sanitized for at least 10 minutes prior to next usage.
- Telephone receivers will be covered with material for sanitizing.

Unit Workers

- Only essential unit workers will be utilized. Workers will be screened prior to being allowed to work.
- Unit specific direction for workers will be established by Unit Supervisor.

Other unit activities and functions will be considered on a case by case basis.

Date: 09/30/2020

To: OSCI Persons in our care

From: Cathy A. Jess, Warden

RE: Covid-19 Pandemic meal time procedure

Due to the Wisconsin National Guard Mass testing and the greater numbers of Oshkosh Correctional Institution population testing positive for Covid-19, effective 11:45am on September 30th, 2020 you will be eating in your room. You will pick up a tray and return to your room to eat. Please return your tray promptly when you are finished eating.