

**GUIDANCE FOR TRANSFERRING INMATES  
TO PRIVATE CORRECTIONAL FACILITIES OR TO THEIR DESIGNATED BOP INSTITUTIONS**

**→ *These procedures do not apply to known, suspected, or recovered COVID-19 positive cases. For consistency and infection prevention purposes, such cases should not be transferred until specific procedures are developed for this group.***

Advance planning is required when transferring inmates to other locations. Collaboration and coordination between departments, institutions, regions, etc... – especially case management, custody, and health services – is necessary to reduce the risk of COVID-19 exposure and transmission during transfer. Coordination with other agencies may also be necessary. Each institution needs to work with their regional counterparts to develop the most effective and efficient strategy for accomplishing this part of the Bureau's mission at their location.

Important parts of the process include 1) quarantine with use of appropriate PPE, 2) symptom screening with temperature checks, 3) a test in / test out strategy for COVID-19, and 4) direct travel to the gaining facility without mixing with other inmate populations whenever possible.

- Standard quarantine procedures (or isolation, if necessary) and use of appropriate PPE are to be followed.
- Symptom screening and temperature checks are done twice daily.
- Testing for COVID-19 using a PCR test from a nasopharyngeal swab is performed at the time of placement into quarantine and after 14 days of quarantine (test in / test out), in accordance with established procedures.
  - Either point-of-care testing or a commercial lab may be used for testing at the time of placement into quarantine. Testing at the time of release from a 14-day quarantine should be sent to a commercial lab.
  - If anyone tests positive, a contact tracing should be performed and the situation reviewed to determine if anyone else in the group has been exposed and whether movement may proceed as scheduled.
    - Individuals within the same cohort or those with suspected exposure to the positive case must have a symptom screen, temperature check, and COVID-19 PCR test and must restart their 14-day quarantine.
    - Exposed inmates who are symptomatic or test positive should be isolated promptly.
    - Exposed inmates who test negative should be retested periodically during the new 14-day quarantine period, at least weekly but preferably every 3 to 4 days.

- Testing after 14 days of quarantine may be performed on the 14th day of quarantine or any day thereafter, as long as quarantine conditions are maintained. In addition, from the time of testing at the end of quarantine to the time the negative test result is received and the inmate is transferred, they need to remain in strict quarantine conditions.
- Movement is preferred within five days of receiving the negative COVID-19 test result, regardless of the mode of travel (by ground or air). When this five day window for movement cannot be achieved or is not feasible, the time frame for movement may be expanded to occur within 14 days of receiving the negative COVID-19 test result as long as strict quarantine conditions are maintained for the entire time. Documentation of the test result must be included in the transfer paperwork.
- Because of the potential for exposure to COVID-19 during movement, direct travel to the designated facility and no mixing of inmates during movement is strongly recommended. A new quarantine period at the designated facility with the same test in / test out procedures for intake quarantine is required, with the following exception.
  - A new quarantine period is not required at the receiving facility for BOP intrasystem transfers if the following criteria are met: 1) Pre-transfer quarantine has been completed at the sending facility, the inmate has tested negative for COVID-19, and remained in strict quarantine after testing; and 2) Effective procedures are established to ensure direct travel and no mixing with other inmates occurs during the transfer.
  - Additional coordination is necessary if direct travel is not possible or mixing with other inmates is expected to occur en route to the gaining facility. Another 14-day quarantine period will be necessary upon arrival in these situations.
- If inmates are being transferred to an institution with COVID-19 cases, housing them in an area known to be free from COVID-19 is preferred, when available.

The risk of exposure during quarantine may be affected by a number of variables, which need to be carefully assessed as part of the planning and coordination. The following characteristics of the quarantine housing and operations will need to be determined by each institution and discussed with the regional counterparts.

- Type of cell - solid or barred walls and doors
- Number of inmates in a cell/room – single, double, cohort
- Shower and recreation time – do inmates shower and rec individually or as a cohort? If cohorted, is it with the same group every time (recommended)? Are showers and rec areas cleaned after each use (recommended)?
- Date of most recent placement in the quarantine area

- New placements in a double cell or cohorted room require restarting the quarantine for the other inmates.
- COVID-19 positive cases occurring during the quarantine
  - Quarantine must also be reset for the other inmates in double cell or cohort if there is a positive case. See above for more details on management of this situation.

A roster of inmates who are in quarantine that includes cell assignment, date of placement in quarantine and projected end date of quarantine, date of placement in that specific cell along with cell mate or members of a cohort, and designated facility may be helpful in managing this type of quarantine.