

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

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) testing 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.
  - From the time of testing on the 14<sup>th</sup> day 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 must occur within five days of receiving the negative COVID-19 test result, regardless of the mode of travel (by ground or air). Documentation of the test result must be included in the transfer paperwork.
- A new quarantine period at the designated facility is not required if they have been transferred as a cohort that has completed quarantine and have not mixed with other inmates during 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 may 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

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.