

COVID-19 Ops Plan Timeline

Timeline	Disposition
August 16, 2021	Disburse Plan, Matrix to all Executive Staff members including public information (narrative, Q&As, etc.)
Monday, August 23, 2021	<ol style="list-style-type: none"> 1. Implement Plan and begin daily monitoring of COVID Exec Report dashboard for COVID operational levels. HSA (or designee) begins daily monitoring of COVID 19 Operational Levels via dashboard for report to the respective Executive Staff and local Union President in email notifications. 2. Placards displayed in staff high visibility areas reflecting the COVID 19 Operational Level. Includes all institutions/locations. 3. Implement e-mails to all institution staff when COVID 19 Operational Levels increase or decrease and when weekly staff testing needs to be offered (or is recommended). (Refer to standardized language for notifications) For operational changes occurring on weekends/holidays, Ops Planner notifications with standardized language will be utilized 4. Display modified operations level on public website by institution name. (includes color and level number)
Friday, September 10, 2021	Complete accountability memo and return to PRD
Questions	Send to BOP-HSD-HealthServicesBranch@bop.gov . HSD monitors this box on a daily basis

Table 1: Mandatory Notification Procedures

Mandatory at all Facilities (when applicable)	
For Staff	For Inmates
Upon implementation:	Upon implementation:
Memo to staff regarding COVID-19 Operational Levels	Memo to inmates regarding COVID-19 Operational Levels
Ongoing:	Ongoing:
Placards posted in high visibility areas with Operational Level for all staff (one indoors and one outdoors at a minimum). Includes all institutions/locations at complexes.	Posted information to TRULINCS updated as needed (English and Spanish)
<p>Notification to all staff will be sent at any time there is a change in either:</p> <ol style="list-style-type: none"> 1. Operational level, or 2. Staff testing conditions <p>Notification should be sent via GroupWise email from Warden's office. Should a change in the above occur on a weekend/holiday, notification must be sent to all staff via GroupWise AND Ops Planner Notification.</p>	Town Hall(s) in compliance with current COVID-19 guidelines for group gatherings
COVID-19 Ops Level posted on Front Lobby TV's	Ops Level information posted to inmate TV's
Conference calls (All 3 shifts)	Irregular rounds
Control Center announcements (daily and once per shift) indicating the current Operational Level.	DO NOT announce staff testing conditions via public broadcasts such as TV or intercom that are inmate accessible. Refer to Standard Language for Notifications.