



**U.S. Department of Justice
Federal Bureau of Prisons**

MEMORANDUM FOR ALL INSTITUTION STAFF

[INSERT DATE]

[ENTER INSTITUTION IN ALL CAPS]

FROM:

[Enter CEO name]

[Enter Institution]

SUBJECT:

COVID-19 Modified Operations Matrix

Effective Monday, August 23, 2021, the Bureau will implement new COVID-19 operational levels in consideration of recently published Centers for Disease Control and Prevention (CDC) guidance for correctional institutions. The COVID-19 operational levels are based upon a color-coded tiered approach that will permit operations to continue in a safe, secure manner while adjusting previously adopted COVID-19 mitigation strategies.

The tiered approach addresses infection control measures, inmate programming and service needs, movement, and staff screening/testing guidance in accordance with the continued use of the BOP's COVID-19 Pandemic Plan.

This tiered approach utilizes three indicators for each institution to determine a modified operations level. The modified operations level is monitored daily by the institution Health Services Administrator, (or designee,) and reported to the Warden at each respective location. The Warden retains authority for all operational decisions.

The three indicators utilized are: 1) medical isolation rate within the institution (active cases); 2) Facility vaccination rates (includes staff and inmates); and 3) community transmission rates in the surrounding communities of our institutions. A percentage-based formula is applied to these three indicators and determines the level of modified operations. Those levels are: Level 1 Operations-Minimal Modifications (commonly referred to as Green), Level 2 Operations-Moderate Modifications (commonly referred to as Yellow), and Level 3 Operations-Intense Modifications (commonly referred to as Red). Please refer to the COVID-19 Modified Operations Matrix for additional details.

Unvaccinated staff will be tested as recommended by CDC guidance, and in accordance to DOJ directives. Please contact [insert] at [insert] phone/email] regarding access to testing within the institution or community. For more information on testing, review Module 11, Section E, Guidance for Staff Testing and the attached memorandum, dated December 7, 2020, on Voluntary COVID-19 Staff Testing. ([BOP Pandemic Plan](#), Module 11- BOP Employee Management)



Departamento de Justicia de los Estados

Unidos Oficina Federal de Prisiones

[INSERT DATE]

MEMORANDO PARA [PONGA EL NOMBRE Y EL TÍTULO]
[DEL DESTINATARIO EN MAYÚSCULAS]

DE: [Ponga el nombre del director ejecutivo]
[Ponga el nombre de la institución]

ASUNTO: Operaciones modificadas para COVID-19 Matriz

A partir del lunes 23 de agosto de 2021, la Oficina implementará nuevos niveles operativos para COVID-19 en consideración de la guía de los CDC recientemente publicada para instituciones correccionales. Los niveles operativos para COVID-19 se basan en un enfoque escalonado codificado por colores que permitirá que las operaciones continúen de manera segura mientras se ajustan las estrategias de mitigación de COVID-19 previamente adoptadas.

El enfoque escalonado aborda las medidas de control de infecciones, la programación de los reclusos y las necesidades de servicio, el movimiento y la guía de detección/prueba del personal de acuerdo con el uso continuo del Plan de Pandemia COVID-19 de la BOP.

Este enfoque escalonado utiliza tres indicadores para cada institución para determinar un nivel de operaciones modificado. El nivel de operaciones modificado lo monitorea diariamente el Administrador de Servicios de Salud de la institución (o la persona que él designe) y se informa al Alcaide en cada ubicación respectiva. El alcaide conserva la autoridad para todas las decisiones operativas.

Los tres indicadores utilizados son: 1) tasa de aislamiento médico dentro de la institución (casos activos); 2) tasas de vacunación en las instalaciones (incluye personal y reclusos); y 3) tasas de transmisión comunitaria en las comunidades aledañas a nuestras instituciones. Se aplica una fórmula porcentual a estos tres indicadores y se determina el nivel de operaciones modificadas. Esos niveles son: Operaciones de nivel 1: modificaciones mínimas (comúnmente denominadas verde), operaciones de nivel 2: modificaciones moderadas (comúnmente denominadas amarillas) y modificaciones serias de operaciones de nivel 3 (comúnmente denominadas rojas).



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Standardized Language for
Notifications

Staff only for change in Ops Level (via email and Ops Planner) -

"Today is [day, date]. [Institution] is operating at Level [#, color]. Please review the Operational Matrix requirements, which you can access through the COVID-19 banner on Sally port"

Staff only for facilities moving into Staff Testing Protocol (via email and Ops Planner) -

"Today is [day, date]. Due to an increase in community COVID-19 transmission, [institution] is offering COVID-19 testing for all unvaccinated staff according to CDC guidance. Testing is highly recommended once weekly until further notice. Contact [institution POC] for more information."

Staff only for facilities moving out of Staff Testing Protocol (via email and Ops

Planner) - "Today is [day, date]. Due to a decrease in community COVID-19 transmission, weekly COVID-19 testing for unvaccinated staff remains voluntary. Should this situation change, you will be notified. Contact [institution POC] for more information."

Announcement Language for Control Center (verbal) -

"Today is [day, date]. [Institution] is operating at Level [#, color]. Please review the Operational Matrix requirements, which you can access through the COVID-19 banner on Sally port"