

**SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet**

<b>DATE:</b>	JULY 30, 2021
<b>NUMBER:</b>	M.34.G
<b>SUBJECT:</b>	PERSONAL PROTECTIVE EQUIPMENT (PPE)

**PROCEDURE**

Per the current COVID-19 Continuity of Operations Phase Plan, all staff, including visitors and inmates, must wear, at minimum, a surgical mask prior to entering the facility. It will be staff's responsibility to check their temperatures at the designated temperature self-check stations, prior to entering the facility. Self-check stations are located on the wall next to the conference room and in Processing next to the Intake and Courtside sally port. Personal protective equipment (PPE) will be readily available for staff members in need.

**I. SUPPLY**

A. All personnel are responsible for ensuring the PPE is in proper working order and for obtaining or requesting PPE if necessary, via their chain of command. The following PPE is available for staff at GBDF:

1. Latex gloves
2. Non-latex gloves
3. Eye protection:
  - a. Safety goggles
  - b. Face shields
1. Masks:
  - a. Cloth face covering
  - b. Surgical mask
  - c. N95 mask
  - d. KN95 mask
2. Coveralls or gowns
3. Shoe / Boot covers
4. Disinfectant spray
5. Disinfectant wipes
6. Hand sanitizer
10. Hand soap

B. The GBDF Administrative Lieutenant will ensure an adequate supply of PPE is always available. If or when a staff member discovers a shortage of supplies in their assigned post, it will be their responsibility to notify their immediate supervisor, so supplies get restocked as soon as possible.

**II. STORAGE LOCATIONS**

A. The storage room located in the administrative supply area is equipped with PPE.

- B. [REDACTED]
- C. An inventory form has been placed inside the aforementioned storage locations. All staff members removing PPE from the storage locations will need to list the item and quantity taken. Facility administrative staff will replace the items as needed.

### III. PPE SEARCH KITS

- A. There will be two PPE search kits stationed in two areas of the facility. The first kit will be stored in [REDACTED] and the other one will be stored in [REDACTED]. Each search kit will be secured with security seal zip ties, to protect the integrity of the contents inside the search kits. The security seal can easily be removed, using scissors, when the equipment is needed.
1. [REDACTED] PPE search kit:
    - a. 24 Naloxone Kits
    - b. 20 Tyvek hooded coverall suits (4-2XL, 12-3XL, 4-4XL)
    - c. 20 Anti-fog/non-vented goggles
    - d. 20 Disposable P100 respirator masks
    - e. 20 Pairs of disposable boot covers
    - f. Box of large gloves
    - g. Clorox Wipes
  2. [REDACTED] search kit:
    - a. 24 Naloxone Kits
    - b. 10 Tyvek hooded coverall suits (2-2XL, 6-3XL, 2-4XL)
    - c. 10 Anti-fog/non-vented goggles
    - d. 10 Disposable P100 respirator masks
    - e. 10 Pairs of disposable boot covers
    - f. Box of large gloves
    - g. Clorox Wipes
- B. At the beginning of every shift, the [REDACTED] will verify the PPE Search kits are in their assigned locations and will subsequently make an entry into the JIMS Area Activity log (e.g., Checks Ok, Not Here, or Missing Security Seal).
- C. Notify facility administrative staff when the PPE Search Kit has been utilized, damaged, or if the security seal is missing.

### IV. CLEAN-UP / DISPOSAL

- A. Any disposable PPE contaminated by infectious materials shall be sealed in a red biohazard bag and disposed of appropriately.
- B. Red biohazard bags are available in each PPE station kit.