

**SDSD Detention Services Bureau—Vista Detention Facility Green Sheet**

<b>DATE:</b>	<b>January 13, 2021</b>
<b>NUMBER:</b>	<b>L.4.V</b>
<b>SUBJECT:</b>	<b>HOUSEKEEPING PLAN</b>

**PROCEDURE**

The facility will be cleaned regularly by inmate worker crews under the direct supervision of the facility custodian, the Inmate Worker/Movement Deputy and all sworn staff members.

**I. ENTRANCES, EXITS, HALLWAYS, PROFESSIONAL STAFF AREAS AND LOBBY**

A. The VDF administrative offices, staff booking area, staff medical area, information lobby and facility entrance areas will be cleaned Monday through Friday by the custodian.

B. [REDACTED]

C. Assigned inmate workers, under the general supervision of a food service employee, will clean the kitchen and staff dining areas after every meal period.

**II. INMATE HOUSING AREAS AND DEPUTY'S STATIONS**

A. All housing units will be cleaned by the inmates housed in each area under the supervision of the Housing Rover. Lower West, Upper West, North, East, and South will have dedicated cleaning carts on site. In addition to the daily cleaning, access to the cleaning cart before the weekly inspection must be allowed. Administrative segregation dayrooms will be cleaned daily by inmate workers.

1. Each cleaning cart will contain the following:

- a. One mop bucket with wringer
- b. One mop
- c. One broom
- d. One dustpan
- e. One scrub brush
- f. Three squirt bottles (one containing disinfectant, one containing degreaser, and one containing window cleaner).

2. The inmate worker cleaning cart will contain the following items:

- a. One mop bucket

- b. One mop
- c. One broom
- d. One scrub brush
- e. One squeegee
- f. One toilet brush
- g. One toilet plunger
- h. Three squirt bottles (one disinfectant, one degreaser, and one window cleaner)

- B. Two inmates will be given the opportunity to clean after each meal. A fully stocked cleaning cart with clean mop water will be placed into the module and the inmates will be given the opportunity to clean.
- C. The cleaning cart must be inspected before it enters the module and after it exits the module. The cart must be inspected for proper supplies and any evidence of damage or vandalism. Any incident of damage or vandalism shall be documented.
- D. Inmate worker house cleaning crews shall restock and clean the contents of the carts. Additionally, they shall clean the vestibules, recreation yards, and visit areas. The Inmate Worker/Movement Deputy shall develop a schedule for the inmate worker cleaning crews that allows for no fewer than three daily cleaning rounds.
- E. During dayshift, the deputy's stations will be cleaned Monday through Friday by the custodian.

### III. MEDICAL HOUSING, STAFF AREAS AND EXAM ROOMS

- A. Medical Ward 2 and the isolation cells will be cleaned daily by the inmates housed in each area, under the supervision of the Medical Rover. This will be done daily as outlined in Sections II-B and C.
- B. Medical Ward 1 (EOH) shall be cleaned daily as outlined below.
  - 1. [REDACTED] the Medical Rover will coordinate with the South House Deputies to send the inmate worker cleaning crew.
  - 2. [REDACTED] the Medical Rover will coordinate with South House Deputies to send the inmate worker cleaning crew.
- C. Medical Ward 3 will be provided a cleaning cart with supplies for the inmates to clean the module themselves.
- D. The Medical Exam Rooms shall be cleaned and sanitized as outlined below:
  - 1. [REDACTED]

2. [REDACTED]
3. [REDACTED]

IV. DAILY & NIGHTLY CLEANING DUTIES

- A. The following areas will be cleaned by the Visit/Movement Deputy: visit areas, public lobby and public entrance. The Inmate Worker/Movement Deputy will clean the Vehicle Sally Port.
- B. Assignments listed below are to be completed by the Control Rover. In the absence of the Control Rover, the Medical Rover will complete the assignments during night shift.

[REDACTED]

Lower West Deputy Station  
 Lower West Recreation Yard  
 Intake Common Break Area

[REDACTED]

Upper West Deputy Station  
 Upper West Recreation Yard  
 Intake Common Break Area

[REDACTED]

North House Deputy Station  
 North House Recreation Yard  
 Intake Common Break Area

[REDACTED]

East House Deputy Station  
 Control Recreation Yard  
 Intake Common Break Area

[REDACTED]

Medical Deputy Station  
 Intake Common Break Area

[REDACTED]

South House Deputy Station  
 Intake Common Break Area Facility  
 Restrooms

[REDACTED]

Control Deputy Station  
 Intake Common Break Area  
 Male/Female Intake Holding Cells  
 Restrooms

\*All inmate intercoms, toilets and water fountains will be checked for maintenance issues. If a maintenance issue is discovered, maintenance will be notified at [REDACTED]

V. TEMPORARY COVID-19 PROCEDURES

A. DAYROOM CLEANING AND DISINFECTING

1. In compliance with the Detention Services Bureau's COVID-19 Continuity of Operations Phase Plan, dayrooms shall be cleaned and disinfected between each "[dayroom group](#)" (not to exceed 10 inmates).
2. Dayrooms may be cleaned and sanitized utilizing mainline inmates housed within the unit or those inmate workers assigned to clean and deliver meals to the unit. Inmates will be

provided with all necessary cleaning supplies needed to properly clean and sanitize the dayroom.

3. Inmates should use the provided Virex disinfectant solution or a properly diluted bleach solution and should focus on "high touch" areas such as restrooms, doorknobs, handles, tables, telephones, and handrails.
4. Male and Female Intake will be cleaned every four hours.

#### B. JIMS LOGGING FOR COVID CLEANING PROCEDURES

1. When a "dayroom group" has completed their dayroom and inmates have properly cleaned and sanitized the dayroom, the housing deputy shall make a JIMS log under "COVID CLEAN/DISINFCT." This notation should be made at the conclusion of every dayroom period and before allowing a new group of inmates to utilize the dayroom.
2. When Male and Female Intake have been properly cleaned the Male Intake/Body Scanner Deputy shall make a JIMS log under "COVID CLEAN/DISINFCT" and indicate in the notes "intake disinfected."