

## **COVID 19 Protocols for APA Staff:**

Green occurs when there are no "community acquired" cases. Orange occurs when there are community acquired cases. And red occurs when there is an outbreak that exceeds the capacity to operate under normal operations.

### **Level Green**

- All Regions shall follow normal operations.
- Staff screening at OSC, regional offices or DRC institutions or building protocol followed.
- Staff travel restricted to essential job functions.
- Social Distancing will be implemented.
- Offenders who have traveled out of the state or country within the last 60 days will be identified.
- Travel permits for offenders will be suspended for all non-work activities.
- Use payment cards to purchase cleaning supplies (disinfectant wipes from OPI)
- Disinfect transport vehicles

### **Level Orange**

- Office visits will occur in the APA offices only for Very High/High supervision levels and sex offenders with offenders only. Family, friends or other acquaintances of offenders will not be permitted to attend office visits.
- Social Distancing during office visits will be emphasized.
- Cleaning of surfaces in interview rooms after interviews will be emphasized.
- Contacts with moderate, low and monitored time supervision levels will be made via telephone, FaceTime, Video, etc.
- Non-essential Community/Field contacts will be suspended.
- Field work will be permitted for arrests and to conduct investigations of violations for all supervision levels.
- Only essential witnesses will be permitted to attend Violation Hearings.
- Placement investigations will be conducted by phone if possible.
- All non-custody transports will be staffed for approval by the Regional Administrator.
- Group programming and/or classes will be suspended.
- Only mandatory cases will be sent from or received through Interstate Compact.
- Staff will respond to situations that affect public safety as needed and at the direction of the Regional Administrator.
- Regional Administrators will allow liberal work at home privileges when staff presence in the office is not necessary or required.