

**Date:** 05/13/2020

**Memo of Procedure:** Protocol for inmate transfers from a County correctional facility to a PA DOC or other County facility.

This memo is to establish guidelines to mitigate the spread of COVID-19 from correctional facility to correctional facility by taking appropriate evidence-based precautions before the transfer occurs. It must be emphasized these are only PrimeCare's suggested guidelines. If the receiving facility is requiring different more stringent steps the transferring facility will have to decide to either comply with those steps or forego the transfer. The PA DOC is requiring a negative COVID-19 test 3-5 days before transport and an assessment / temperature scan at the time of transfer which indicates the patient is asymptomatic and afebrile. This process will need to be continually monitored based on standard processing times of COVID-19 specimens, transportation scheduling as well as other variables.

#### **County Facility to PA DOC Facility transfers**

PrimeCare recommends the following.

1. The medical department is to be notified of impending DOC transfers as early as the transport is scheduled but in no event less than 7 days before transport.
2. Upon the medical department being notified of the transfer, the inmate will be scheduled and tested for COVID-19, three to five (3-5) days before the scheduled transfer.
  - a. Current processing of COVID-19 specimens (serum / swab) is approximately 24 -72 hours.
    - i. To increase the efficacy of the purpose behind the testing, PCM recommends that individuals tested be quarantined from the time of testing until the transfer occurs.  
**Currently this is not a DOC requirement.**
  - b. The timing of testing must be a dynamic process which allows for results to be returned before the transport and not fall out of the three to five (3-5) day requirement. Timing consideration should be based on items such as:
    - i. Weekends
    - ii. Holidays
    - iii. Transportation scheduling
    - iv. Staffing
    - v. Noted increase in specimen turnaround times
3. Once the results are returned, notification to the PA DOC is to occur per facility protocol
  - a. Negative Results – The patient will be transferred as scheduled pending an assessment / temperature check at the time of transfer. Patient and transporting personnel will don appropriate PPE.
  - b. Positive Results – Patients will be isolated per facility protocol and retested no less than fourteen (14) days from the previous test.
4. Documentation of this information should be placed on the **Transfer of Health Information (With COVID-19 Screening)** form.

#### **PCM County Facility to PCM County Facility or other State DOC systems transfers**

PrimeCare Medical recommends the following.

- a. The patient may be cleared for transfer if asymptomatic and afebrile (would we accept them as an initial intake).
- b. PCM County Facility Administration will determine whether to adhere to any other requirements of the receiving Facility, if any.
- c. Symptomatic and or febrile inmates requiring transfer will be treated on a case by case basis.

- d. The patient and transporting personnel are required to be masked throughout the transfer process regardless of symptoms.
- e. The patient is to follow the quarantine protocol of the receiving facility

**PCM County Facility to Non-PCM facility**

PrimeCare Medical recommends the following.

- a. PrimeCare staff will conduct a COVID-19 assessment including taking a temperature. Documentation of this information should be placed on the **Transfer of Health Information (With COVID-19 Screening)** form.
- b. PCM County Facility Administration will determine whether to adhere to any other requirements of the receiving Facility.

**Non-PCM County Facility to PCM facility**

PrimeCare Medical recommends the following.

- a. Transferring Facility will be asked to conduct a COVID-19 assessment including taking a temperature. Documentation of this information should be placed on the **Transfer of Health Information (With COVID-19 Screening)** form (which will be provided to the Transferring Facility as part of the Transfer process. The Receiving PCM Facility can impose any additional requirements.
- b. PCM County Facility Administration will determine whether to accept the Transfer if Transferring Facility refuses to conduct the COVID-19 assessment or any other requirements of the receiving PCM Facility.
- c. The patient and transporting personnel should be masked throughout the transfer process regardless of symptoms.
- d. Once received, the patient is to follow the quarantine protocol of the receiving facility.

**Notes:**

- Documentation of the assessment/ temperature scan of a transfer which indicates the patient is asymptomatic and afebrile should be recorded on the patient transfer sheet. A copy of the negative COVID-19 results (if required) should accompany the **Transfer of Health Information (with COVID-19 Screening)** form.
- PrimeCare will only perform testing at PrimeCare Facilities. Payment for all COVID-19 testing performed by PrimeCare will be the responsibility of the County at which the testing was performed. It will be the responsibility of the County billed by PrimeCare to determine if they are going to invoice the other Facility or seek reimbursement through the CARES Act.