

*It is the policy of the Pennsylvania Department of Corrections to operate its facilities in as secure a manner as possible to ensure the safety of the public, facility staff, and inmates. Each employee must maintain a constant state of alertness to recognize policy and procedure deviations and violations, not only by the inmates, but also by other employees, contractors, volunteers, or outside visitors to Department facilities. Therefore, at least one Transport Team member(s) riding with the inmate will maintain supervision of the inmate at all times. The Transport team member(s) will contact the Shift Commander/designee and report on the condition of the inmate and any events that occurred during the transport and address any security issues that arise during the transport.*

*On March 25, 2020, all employees currently working in Medical, and those on any transport team (to include all emergency/hospital/office visits) , are now required to wear N95 masks throughout the performance of their duties. Below is specific guidance regarding these requirements: **(Special Note Added by DOH-BEMS: Corrections has confirmed that they will supply the needed PPE for their employees handling these transfers)***

1. *Employees working in Medical, and those on a transport team, are required to wear N95 masks.
  - a. *N95 masks must be properly fitted to an employee's face and medical will assist each employee with this process. Medical must approve the employee's ability to wear a mask. The Safety Manager will provide a brief training on usage and fit test each employee that is cleared by Medical.*
  - b. *Employees with beards or other facial hair cannot be fitted with an N95 mask, as the mask will not seal and is no more effective than a cloth mask.*
  - c. *Employees refusing to be fitted or refusing to shave facial hair for proper fit will be removed from their post.*
  - d. *Institutions shall identify employees on each shift that can be fitted and deployed for emergency transports.*
  - e. *Upon removal of the mask, employees shall immediately wash their hands.**
2. *Employees in intake and those accompanying inmates on outside medical trips are also required to wear goggles or safety glasses. Because COVID-19 may be spread by droplets, goggles/safety glasses provide an extra layer of protection for those employees processing new intakes/receptions and those accompanying inmates to outside hospital trips.*
3. *Gloves are available to all employees in medical and on transport teams but employees are not required to wear them as this virus is spread primarily through droplets. As with bare hands, those droplets are easily transmitted from hands/gloves so if the gloves prevent an employee from touching their face, they should use them. Employees should wash their hands frequently and not touch their face as the best preventative measure.*

**Captain Mark P. Hacherl**  
**Critical Incident Manager Coordinator**  
**Bureau of Facility Security & Special Operations**  
**PA Dept. of Corrections Central Office**  
**1920 Technology Parkway, Mechanicsburg PA 17050**  
**[mhacherl@pa.gov](mailto:mhacherl@pa.gov) 717-728-3902**