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16 August 2022



Our Ref: GIPA22/ 

Dear 

### **Formal Access Application - Notice of Decision**

I refer to your Formal Access Application under the *Government Information (Public Access) Act 2009* (the GIPA Act), received by the Department of Communities and Justice (the Department) on 15 June 2022 on behalf of the  Your application was accepted as valid on 22 June 2022.

### **Summary of your request**

In your application, you requested access to the following information:

- (1) From 26/6/21 to present:
  - a) All policies, procedures, guidelines and directions regarding:
    1. The isolation of inmates upon reception.
    2. The isolation of inmates upon transfer.
    3. The isolation of inmates who test COVID-19 positive.
    4. The isolation of inmates who are classified as close contacts.
  - b) All Justice Health policies, procedures and guidelines relating to the medical treatment of patients who test COVID-19 positive.
- (2) All iterations of all procedures, policies or directions relating to the oversight of the provision of health services in privately operated prisons.
- (3) All iterations of all procedures, policies or directions relating to providing access for inmates access to AVL suites and telephone calls from 26/6/21 to present in circumstances where:
  - a) The inmate is not in isolation.
  - b) The inmate is in isolation but has not tested COVID-19 positive.
  - c) The inmate is in isolation and has tested COVID-19 positive.
- (4) All iterations of all procedures, policies or directions relating to providing access for inmates to their legal representatives and the courts from 26/6/21 to present in circumstances where:
  - a) The inmate is not in isolation.
  - b) The inmate is in isolation but has not tested COVID-19 positive.
  - c) The inmate is in isolation and has tested COVID-19 positive.

## **Applicant-initiated Partial Transfer of point 1(b)**

On 1 August 2022, I advised that the information requested under point 1(b) of your access application request is not held by the Department as it relates to Justice Health information which is held by the Justice Health and Forensic Mental Health Network (JHFMHN). With your consent, on 10 August 2022, I partially transferred the scope relating to 1(b) of your access application to JHFMHN in accordance with section 44(1) of the GIPA Act. I confirm this part of your request is being processed by JHFMHN.

Please note, a decision to transfer an application to another agency is reviewable under Part 5 of the GIPA Act.

## **Searches for information**

Under section 53 of the GIPA Act, the Department must undertake reasonable searches as may be necessary to find any of the government information applied for that was held by the Department when the application was received, using the most efficient means reasonably available to the Department.

Please be advised that thorough searches have been conducted by the below business units to find any information that falls within the scope of your application:

- Corrective Services Coronavirus Command Post Unit; and
- Operational Performance Review Branch (OBRB) Unit.

I have also consulted and made enquiries with the NSW Commissioner's Office and Custodial Corrections in relation to the information requested in your application.

## **Decision**

I am authorised by the principal officer, for the purposes of section 9(3) of the GIPA Act, to decide your access application.

I have decided:

1. Under section 58(1)(b) of the GIPA Act that some of the information sought is not held by the Department.
2. Under section 58(1)(a) of the GIPA Act, to provide access to some of the information sought in your access application.

## **Decision that information is not held by the Department**

The information requested under point 2 of your access application request relates to information held by privately operated centres. The Department's OPRB Unit (which is within Corrective Services) provides a standardised and systematic oversight of the operational performance between the Department and private centres. A search request was sent to the OBRB Unit to determine whether the Department held any overarching policy which related to privately operated centres. Following extensive enquiries with the OPRB, I confirm that this information is not held by the Department.

As advised on 1 August 2022, each private centre has their own internal operating policies and procedures. If this information is held, you may be able to obtain it by lodging a separate GIPA application with each private centre in accordance with section 247 of the *Crimes (Administration of Sentences) Act 1999*.

For the reasons provided above and in accordance with section 58(1)(b) of the GIPA Act, I have decided that the information sought under point 2 of your access application is not held by the Department.

### **Decision to provide access to some information**

I confirm that the Department has located information in response to points 1(a), 3 and 4 of your access application request application which has been collated and paginated as GIPA1-GIPA43.

I have carefully considered your request in view of the objectives of the GIPA Act where you have a legally enforceable right to obtain information, unless there is an overriding public interest against disclosure of the subject information. Further, I have also considered the requirements of section 74 of the GIPA Act, which provides that an agency may delete information from a record to which access is provided if the deleted information is not relevant, not within the scope of the information applied for, or an agency has decided to refuse access to that information.

In deciding which information to withhold in full or in part, I was required to conduct a “public interest test” where the public interest considerations favouring disclosure of government information were weighed against those factors that do not favour disclosure. The following are a number of public interest factors I considered which favour disclosure of the information requested:

- Disclosure of the information could reasonably be expected to promote open discussion of public affairs, enhance Government accountability or contribute to positive and informed debate on issues of public importance.
- Disclosure of the information could reasonably be expected to inform the public about the operations of agencies and, in particular, their policies and practices for dealing with members of the public.
- Disclosure of the information could reasonably be expected to ensure effective oversight of the expenditure of public funds.
- The information is personal information of the person to whom it is to be disclosed.
- Disclosure of the information could reasonably be expected to reveal or substantiate that an agency (or a member of an agency) has engaged in misconduct or negligent, improper or unlawful conduct.
- Disclosure of the information could reasonably be expected to advance the fair treatment of individuals in accordance with the law in their dealings with agencies.
- Disclosure of the information could reasonably be expected to reveal the reason for a government decision and any background or contextual information that informed the decision.
- Disclosure of the information could reasonably be expected to contribute to the administration of justice generally, including procedural fairness.

I have not identified any information that is subject to a public interest factor against disclosure.

After reviewing the information and considering the above public interest considerations in favour of disclosure, I have decided to fully disclose the information that falls under points 1(a), 3 and 4 of the scope of your access application in accordance with section 58(1)(a) of the GIPA Act.

## Review Rights

If you are aggrieved by any of the reviewable decisions in this notice of decision, you may seek a review under Part 5 of the GIPA Act, by requesting any one of the following:

- An internal review that must be lodged with Open Government, Information and Privacy within 20 working days of this notice of decision. You must lodge your internal review at the address shown at the top of the first page and must be accompanied by the appropriate application fee of \$40.
- Alternatively, a request for an external review may be lodged with either the Information and Privacy Commission, or the NSW Civil and Administrative Tribunal. Please note that you must lodge your request for an external review within 8 weeks of this notice of decision.

If you have any questions regarding this notice, please contact me by email [jyotsna.singh@dcj.nsw.gov.au](mailto: jyotsna.singh@dcj.nsw.gov.au).

Yours sincerely

*Jyotsna Singh*

Jyotsna Singh  
**OGIP Solicitor**  
**Open Government, Information and Privacy**  
**Department of Communities and Justice**



## Commissioner's Instruction

No: 31 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Management of New Reception Inmates from the Greater Sydney Region.

#### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### INSTRUCTION

The following Commissioner's Instruction *59/2020 Update of Quarantining of new receptions* is rescinded and replaced by this Instruction.

Effective 2 August 2021, the following temporary measures will be in place for the management of any new reception inmates coming into custody from the Greater Sydney Region:

#### Greater Sydney Quarantine

As an additional measure to mitigate the risk(s) of newly received inmates introducing COVID-19 into the custodial environment, all new receptions received in Greater Sydney Region correctional centres from police/court cells or directly from Police are to be managed in the 'Greater Sydney Quarantine' arrangement for a **mandatory 14-day period**.

The new **Greater Sydney Quarantine** arrangement will consist of;

- A restricted quarantine regime for all new reception inmates received from the Greater Sydney Region, into Remand & Reception Centres.
- All new reception inmates are to be housed **two-out** and are to **ONLY** interact with their cell mate for the entire 14-day quarantine period.
- All new reception inmates are to continue to undergo screening by Justice Health & Forensic Mental Health Network (JH&FMHN) / Private Health Providers prior to commencing quarantine for the mandatory 14-day period.



- JH&FMHN/ Private Health Providers will increase testing regimes for these inmates to day one (1) and day twelve (12) testing.
- Inmates are to continue to be placed into pre-existing dedicated quarantine locations within nominated Reception and Remand centres.
- Inmates in quarantine will only have contact with their cell mate in their 'quarantine group'.
- Inmates must be given access to their legal representatives as per our statutory obligations. This should be facilitated through the utilisation of technology (phones, tablets) if in-person appointments cannot be facilitated.
- Best endeavors must be employed to allow inmates, where possible to have 'controlled' access to services that are provided to inmates not in quarantine (e.g. out of cell time, telephone calls, sending/receipt of mail, access to television, health care services, SAPOs, Psychology, and Chaplaincy etc.)
- During the 14 day quarantine period, inmates will be required to wear surgical face masks when outside of their cell.
- Once an inmate has completed the 14-day quarantine period and two negative test results are received, the JH&FMHN/ Private Health Providers are to assess, clear and liaise with Custodial staff to arrange for the inmate to be moved to an appropriate housing location.
- Where inmates require special management in accordance with identified risks, appropriate measures are to be implemented as per the relevant COPP sections.

*Note\* If an inmate in quarantine displays COVID-19 signs and symptoms the inmate will be immediately isolated in situ and then referred immediately to the Health provider for assessment. If the results of a COVID test return as negative, the inmate must return to the quarantine area and complete the remainder of their quarantine period. If COVID test is returned as positive they will be managed under existing "COVID 19 Positive Protocols".*

#### **Management of new reception inmates from Court cells to reception centres:**

When an inmate is received from Police, CESU are to manage any inmates at court locations in a two-out capacity and with appropriate PPE **at all times** as listed below – CSNSW Staff PPE Requirements

Pre 12.30pm, transport runs are to pick up remanded (male) new reception inmates from various court locations (2 out per compartment) and transport them directly to the Metropolitan Remand and Reception Centre (MRRC) designated Greater Sydney Quarantine cells.

- After the MRRC cut off time of 12.30pm, a dedicated truck is to be used to pick up remanded (male) new reception inmates from various court cell locations and transport them to dedicated Greater Sydney Quarantine cells at Parklea Correctional Centre.



- Pre 01:00pm, transport runs are to pick up remanded (female) new reception inmates from various court location (2 out per compartment) and transport them directly to Silverwater Women's Correctional Centre (SWCC) designated Greater Sydney Quarantine cells.
- Additionally, any inmates that are not received in MRRRC, PKA or SWCC will be held in Amber Laurel, Surry Hills or Kariong overnight in a two-out capacity until they are moved the following day.

*Any inmate, inclusive of fresh reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19 are to be placed 'Clinical isolation' **one-out cell**, and not managed under the Greater Sydney Quarantine regime.*

### CSNSW Staff PPE requirements

All CSNSW staff working with new reception inmates, from Court Locations, transport through to Custodial officers in Greater Sydney quarantine areas are required to apply and wear PPE at all times, the following PPE is mandatory;

**REQUIRED PPE:**

GLOVES	FULL SLEEVE GOWN	EYEWEAR	KN95 MASK
			

### Greater Sydney Quarantine - Cleaning Requirements

To ensure we mitigate the risk of transmission within court cell locations, transportation and/or centre based cells, the following cleaning requirements is to be implemented.

- All court cell and centre based cell locations holding quarantined inmates require sanitisation after use and prior to housing other inmates, utilising the pre-existing two-step cleaning procedure.
- All CESU staff are required to ensure that after transporting quarantined inmates, that the compartment(s) are immediately decontaminated thoroughly after use, utilising the pre-existing two-step cleaning procedure.

### Clinical Isolation

CSNSW will retain existing isolation protocols for any inmates, including new reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19. These inmates will be placed in 'Clinical



Isolation', **one-out** cell, in a pre-existing designated area within Court location and or Correctional Centre and are not to be managed within Greater Sydney Quarantine regimes.

Inmates will remain in the Clinical Isolation until they are;

- Confirmed negative and have been assessed by JH&FMHN/ Private Health Providers.
- Confirmed positive for COVID-19 and managed appropriately under existing COVID 19 protocols

Isolation periods are determined by JH&FMHN/ Private Health Providers in conjunction with the NSW Health, Population Health Team.

Additional requirements for any inmates that are placed in 'Clinical Isolation' are as follows;

- All movements/ escorts of inmates in 'Clinical Isolation' are to be coordinated through the CSNSW Command Post and in consultation with the relevant transport units.
- All 'Clinical Isolation' inmates are to be transported as one-out in a vehicle with separate air-conditioned compartments or with separate ventilation.
- Inmates are required to wear surgical face masks during the escort/movement.
- Inmates are to be housed in dedicated isolation cells. As a minimum requirement, each isolation cell will have a cell-door hatch, shower and toilet.
- Inmates who have tested positive for COVID-19 will be transferred the dedicated COVID 19 Positive location at the MRRC for more intensive management.

All other pre-existing isolation measures inclusive of PPE requirements remain in place.



Kevin Corcoran  
A/Commissioner  
2 August 2021

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## Commissioner's Instruction

No: 34 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Management of New Reception Inmates.

#### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### INSTRUCTION

The following Commissioner's Instruction *31/2021 Management of new reception inmates from the Greater Sydney Region* is rescinded and replaced by this Instruction.

Effective 10 August 2021, the following PPE measures will be in place for the management of all new reception inmates state-wide, from court cell locations, transportation through to Correctional centres for the period of quarantine/isolation.

#### CSNSW Staff PPE requirements

All CSNSW staff working with new reception inmates, from Court locations, transport through to Custodial officers are required to apply and wear PPE at all times, the following PPE is mandatory;

#### REQUIRED PPE:

**GLOVES**



**FULL SLEEVE GOWN**



**EYEWEAR**



**KN95 MASK**



## Two-Out Quarantine

As an additional measure to mitigate the risk(s) of newly received inmates introducing COVID-19 into the custodial environment, all new receptions received in to **correctional centres state-wide** from police/court cells or directly from Police are to be managed in the 'Quarantine' arrangement for a **mandatory 14-day period**. (*Broken Hill CC is exempt from this arrangement*)

Corrective Services NSW has a responsibility to ensure that all inmates have access to adequate services and support whilst in custody. Quarantine and Isolation routines are restrictive in order to reduce the risk of transmission of COVID across the custodial environment and it is recognised that the usual routines cannot be maintained under these circumstances. It should be acknowledged that restrictive regimes can have a negative impact on inmate's mental health and wellbeing, and that all efforts are made to provide access to services and support during this challenging time.

The new **Quarantine** arrangement will consist of;

- A restricted quarantine regime for all new reception inmates received into Remand & Reception Centres.
- All new reception inmates are to be housed **two-out** and are to ONLY interact with their cell mate for the entire 14-day quarantine period.
- All new reception inmates are to continue to undergo screening by Justice Health & Forensic Mental Health Network (JH&FMHN) / Private Health Providers prior to commencing quarantine for the mandatory 14-day period.
- JH&FMHN/ Private Health Providers will increase testing regimes for these inmates to day one (1) and day twelve (12) testing.
- Inmates are to continue to be placed into pre-existing dedicated quarantine locations within nominated Reception and Remand centres.
- Inmates in quarantine will only have contact with their cell mate in their 'quarantine group'.
- Inmates must be given access to their legal representatives as per our statutory obligations. This should be facilitated through the use of technology (phones, tablets) if in-person appointments cannot be facilitated.
- Best endeavors must be employed to allow inmates, where possible to have 'controlled' access to services that are provided to inmates not in quarantine (e.g. out of cell time, telephone calls, sending/receipt of mail, access to television, health care services, SAPOs, Psychology, and Chaplaincy etc.)
- During the 14-day quarantine period, inmates will be required to wear surgical face masks when outside of their cell.
- Once an inmate has completed the 14-day quarantine period and two negative test results are received, the JH&FMHN/ Private Health Providers are to assess, clear and liaise with Custodial staff to arrange for the inmate to be moved to an appropriate housing location.
- Where inmates require special management in accordance with identified risks, appropriate measures are to be implemented as per the relevant COPP sections.

*Note\* If an inmate in quarantine displays COVID-19 signs and symptoms the inmate will be immediately isolated in situ and then referred immediately to the Health provider for assessment. If the results of a COVID test return as negative, the inmate must return to the quarantine area and complete the remainder of their quarantine period. If COVID test is returned as positive they will be managed under existing "COVID 19 Positive Protocols".*



## Management of new reception inmates from Court cells to reception centres:

### **Metropolitan locations only**

When an inmate is received from Police, CESU are to manage any inmates at court locations in a two-out capacity and with appropriate PPE **at all times** as listed below  
– CSNSW Staff PPE Requirements

- Pre 12.30pm, transport runs are to pick up remanded (male) new reception inmates from various court locations (2 out per compartment) and transport them directly to the Metropolitan Remand and Reception Centre (MRRRC) designated Quarantine cells.
- After the MRRRC cut off time of 12.30pm, a dedicated truck is to be used to pick up remanded (male) new reception inmates from various court cell locations and transport them to dedicated Quarantine cells at Parklea Correctional Centre.
- Pre 01:00pm, transport runs are to pick up remanded (female) new reception inmates from various court location (2 out per compartment) and transport them directly to Silverwater Women's Correctional Centre (SWCC) designated Quarantine cells.
- Additionally, any inmates that are not received in MRRRC, PKA or SWCC will be held in Amber Laurel, Surry Hills and Kariong overnight in a two-out capacity until they are moved the following day.

Regional new reception inmates will be transferred to regional centres with available quarantine beds.

*\*Any inmate, inclusive of fresh reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19 are to be placed 'Clinical isolation' **one-out cell**, and not managed under the Quarantine regime.*

### **Quarantine - Cleaning Requirements**

To ensure we mitigate the risk of transmission within court cell locations, transportation and/or centre based cells, the following cleaning requirements are to be implemented in high risk regions.

- All court cell and centre based cell locations holding quarantined inmates require sanitisation after use and prior to housing other inmates, utilising the pre-existing two-step cleaning procedure.
- All CESU staff are required to ensure that after transporting quarantined inmates, that the compartment(s) are immediately decontaminated thoroughly after use, utilising the pre-existing two-step cleaning procedure.

In regional areas, existing enhanced cleaning measures remain in place.

### **Clinical Isolation**

CSNSW will retain existing isolation protocols for any inmates, including new reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19. These inmates will be placed in 'Clinical Isolation', **one-out cell**, in a pre-existing designated area within Court location and or Correctional Centre and are not to be managed within Quarantine regimes.



Inmates will remain in the Clinical Isolation until they are;

- Confirmed negative and have been assessed by JH&FMHN/ Private Health Providers.
- Confirmed positive for COVID-19 and managed appropriately under existing COVID 19 protocols

Isolation periods are determined by JH&FMHN/ Private Health Providers in conjunction with the NSW Health, Population Health Team.

Additional requirements for any inmates that are placed in 'Clinical Isolation' are as follows;

- All movements/ escorts of inmates in 'Clinical Isolation' are to be coordinated through the CSNSW Command Post and in consultation with the relevant transport units.
- 'Clinical Isolation' inmates can be transported in the same vehicle, however, are required to be transported one-out per compartment. No Quarantine inmates are to travel in the same vehicle as 'Clinical Isolation' inmates.
- Inmates are required to wear surgical face masks during the escort/movement.
- Inmates are to be housed in dedicated isolation cells. As a minimum requirement, each isolation cell will have a cell-door hatch, shower and toilet.
- Inmates who have tested positive for COVID-19 will be transferred to the dedicated COVID 19 Positive location at the MRRC for more intensive management.

All other pre-existing isolation measures inclusive of PPE requirements remain in place.



**Kevin Corcoran**  
A/Commissioner  
10 August 2021

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## Commissioner's Instruction

No: 42 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Inmate Movements

#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### **INSTRUCTION**

Commissioner's Instruction 20/2021 'Amendments to inmate movements' is rescinded and replaced by this Commissioner's Instruction.

Effective 6 September 2021 the following temporary measures will be in place.

To support the health and safety of our staff and inmates, transfers across the state will be restricted to essential movements only.

Essential movements of inmates until further notice include:

- Movements of COVID-19 positive inmates
- Movements from court cells to reception centres
- Movements from reception centres to gaols of classification to maintain bed capacity for fresh custody and to meet quarantine and isolation requirements
- Urgent medical escorts
- Immigration detainee movements to facilitate release
- Movements to facilitate 'in-person' court appearances
- Movements necessary for maintaining the good order and security of a correctional centre



- Prepositioning inmates for release (including Drug Court releases to drug rehabilitation)
- Any exceptional transfers, outside of the above requires the approval of the Director, Classification & Placement

A primary consideration in the coordination of movements is the requirement to maintain the capacity for receiving fresh custody inmates at the Metropolitan Remand and Reception Centre and other reception centres.

To ensure the system is responsive to this requirement, Strategic Population Management are tasked with co-ordinating all movements. This will facilitate the link between Inmate Transfers, CESU, Inmate Classification and Placement and provide advice to the Command Post.

### **New requirements for inmates transferring from the metropolitan area**

Any inmate transferred from metropolitan reception centres must have completed the mandatory 14-day quarantine period. This requires COVID testing on days 1 and 12 of the quarantine period. If the inmate refuses to be tested, they are to be confined for a further period of up to 14 days. Inmate will not be transferred unless they have been cleared from Quarantine by Population Health.

Where there is a requirement to transfer inmates from any correctional centre of concern to maintain bed capacity for fresh custodies and to meet quarantine and isolation requirements, the following process are to be implemented:

#### **Prior to departure**

- Each inmate is required to undergo a COVID-19 test and must return a negative test result prior to departure.

#### **Dedicated Staging Correctional Centres**

- All inmate transfers from metropolitan correctional centres will be transferred initially to one of the following correctional centres for period of at least 7 days: Bathurst, Mid-North Coast, Shortland or South Coast. These centres must have a dedicated area within the centre to manage this staging, separate to the general population.
- Any inmates being transferred from metropolitan correctional centres through to northern correctional centres will continue to be transited through Kariang. These inmates will be housed separately and not have contact with other cohorts.

#### **Management of inmates in Staging Correctional Centres**

- On arrival at a staging centre, inmates are to be housed in a dedicated 'staging area'.



- Inmates in the staging area are to be managed with their cohort and are not permitted to mix with other cohorts.
- Inmates are to be COVID tested on day 5 and must return a negative result and be cleared by Population Health prior to entering general population or being transferred to a gaol of placement on day 7.
- All CESU officers escorting inmates on transport runs leaving metropolitan centres are required to undergo Rapid Antigen Screening in line with current protocols (testing to occur every second working day).

A COVID test can include a RAS or PCR test as per Justice Health requirements.

  
**Kevin Corcoran PSM**  
**A/Commissioner**  
**✦ September 2021**

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## Commissioner's Instruction

No: 45 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Amendments to Inmate Movements

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### **INSTRUCTION**

Commissioner's Instruction 42/2021 'Inmate movements' is rescinded and replaced by this Commissioner's Instruction.

Effective 10 September 2021 the following temporary measures will be in place.

To support the health and safety of our staff and inmates, transfers across the state will be restricted to essential movements only.

Essential movements of inmates until further notice include:

- Movements of COVID-19 positive inmates
- Movements from court cells to reception centres
- Movements from reception centres to goals of classification to maintain bed capacity for fresh custody and to meet quarantine and isolation requirements
- Urgent medical escorts
- Immigration detainee movements to facilitate release
- Movements to facilitate 'in-person' court appearances
- Movements necessary for maintaining the good order and security of a correctional centre



- Prepositioning inmates for release (including Drug Court releases to drug rehabilitation)
- Any exceptional transfers, outside of the above requires the approval of the Director, Classification & Placement

Strategic Population Management will co-ordinate all movements. They will advise Inmate Transfers, CESU, Inmate Classification and Placement and the Command Post.

## **New requirements for inmates transferring from the metropolitan area following quarantine**

Any inmate transferred from a metropolitan reception centre must have completed the mandatory 14-day quarantine period. This requires COVID testing on days 1 and 12 of the quarantine period. If the inmate refuses to be tested, they are to be isolated for a further period of up to 14-days. Inmates will not be transferred unless they have been cleared from Quarantine by Population Health.

Justice Health and Forensic Mental Health Network (JH&FMHN) will be responsible for completing a 'COVID-19 transfer advice form' at the end of a quarantine period and providing a formal list of 'cleared' inmates to Strategic Population Management.

## **Prior to departure**

- Each inmate is required to undergo a COVID-19 test and must return a negative test result.
- During the quarantine period JH&FMHN will maintain the COVID-19 Transfer Advice Form and identify inmates that are cleared for transfer, immediately following the quarantine period.
- The Nursing Unit Manager (NUM) will certify the accuracy of the COVID-19 Transfer Advice Form and provide to Strategic Population Management.
- Strategic Population Management will consider the information from JH&FMHN and certify that the information has been received.
- Strategic Population Management will liaise with Inmate Transfers Unit prior to finalising lists of transfers.
- A copy of the COVID-19 transfer advice form will be provided to the receiving centre and the Command Post.

## **Dedicated staging correctional centres**

- All inmates from metropolitan reception centres will be transferred initially to one of the following correctional centres for period of 7 days: Bathurst, Dillwynia, Mid-North Coast, Shortland or South Coast. These centres must have a dedicated area within the centre to manage this staging, separate to the general population.

- Any inmates being transferred from metropolitan reception centres through to northern correctional centres will continue to be transited through Kariong. These inmates will be housed separately and not have contact with other cohorts.

## **Management of inmates in staging correctional centres**

- On arrival at a staging centre, inmates are to be housed in a dedicated 'staging area'.
- Inmates in the staging area are to be managed with their cohort and are not permitted to mix with other cohorts.
- Inmates are to be COVID tested on day 5 and must return a negative result and be cleared by Population Health prior to entering general population or being transferred to a gaol of placement on day 7.
- All CESU officers escorting inmates on transport runs leaving metropolitan centres are required to undergo Rapid Antigen Screening in line with current protocols (testing to occur every second working day).

A COVID test can include a RAS or PCR test as per Justice Health requirements.



**Kevin Corcoran PSM**  
**A/Commissioner**  
**9 September 2021**

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## Commissioner's Instruction

No: 47 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Temporary use of mobile devices, SIM cards and chargers for COVID-19 related inmate communications.

### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

### INSTRUCTION

To support continued contact between inmates and their family and friends and legal representatives, mobile devices with SIM cards will be made available for inmate use to facilitate approved video visits and phone calls.

Under my authority, as A/Commissioner, pursuant to section 253G of the *Crimes (Administration of Sentences) Act 1999*, I provide lawful authority for mobile devices, SIM cards, mobile device charging stations and chargers supplied by CSNSW to be:

- brought into and conveyed out of a correctional centre
- made available in correctional centres for inmates to use to participate in approved video visits and phone calls
- used under appropriate supervision by CSNSW officers,
- securely stored in an area within the correctional centre, designated by the Governor or Manager of Security, when not in use and for the purposes of charging



The use of approved mobile devices for making phone calls will be introduced in three stages:

1. Access to Legal Representatives
2. Access to Justice Health and Offender Management and Programs services (i.e. welfare, classification)
3. Access to family and friends once monitoring and recording of calls can be facilitated.

The authority under this instruction only applies to mobile devices, SIM cards, mobile device charging stations and chargers that have been supplied by CSNSW expressly for inmates to use to conduct approved video visits and phone calls.

Staff are reminded that it is an offence under s 253G(2)(b) the *Crimes (Administration of Sentences) Act 1999* for a person to bring or attempt to bring anything into a place of detention without lawful authority. This includes any mobile device capable of sending voice or other data over a mobile telephone network. The use of non-approved devices for a purpose other than in this Instrument, would therefore be an offence.



**Kevin Corcoran PSM**  
**A/Commissioner**  
**8 October 2021**

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## Commissioner's Instruction

No: 49 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Cancelling Audio Visual Link (AVL) Court Appearances

#### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### INSTRUCTION

An inmate must not be unnecessarily constrained from 'access to justice'. In a custodial context, 'access to justice' is providing an inmate with a fair means to prepare and present their criminal defence. Corrective Services NSW (CSNSW) is required to provide an inmate with:

1. access to a court;
2. access to legal advice; and
3. an opportunity to communicate confidentially with a legal advisor under the protection of legal professional privilege.

Where possible, access must be facilitated through the use of technology if in-person court attendance or in-person appointments cannot be facilitated.

When a Correctional Centre (CC), or Justice Health or privately contracted medical supplier have identified a valid reason for cancelling an inmates' AVL court appearance and legal visits, the CC must advise State-wide Administration of Sentences and Orders of the cancellation, the reason and contact for the court, if required, prior to the inmates' scheduled court hearing.

Cancelling an inmates' AVL court appearance and legal visits must be an option of last resort to ensure CSNSW can continue to meet our statutory obligations.



A temporary lockdown of an area within a CC is not a sufficiently valid reason to cancel AVL court appearances and legal visits for the entire CC. All closures and disruptions to AVL must be sent to [AVLClosed@justice.nsw.gov.au](mailto:AVLClosed@justice.nsw.gov.au)



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**A/Commissioner**  
**14 October 2021**

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## Commissioner's Instruction

No: 56 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Updated Amendments Inmate Movements

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### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

### **INSTRUCTION**

Commissioner's Instruction 20/2021 Novel Coronavirus (COVID-19) Interim Measure – amendments to inmate movements & 45/2021 Novel Coronavirus (COVID-19) Interim Measure – Amendments to Inmate Movements is rescinded and replaced by this Commissioner's Instruction.

Effective 30 October 2021, the following temporary measures will be in place to reduce inmate movements to essential movements only.

Until further notice essential movements of inmate include:

- Movements of COVID-19 positive inmates
- Movements from court cells to reception centres, transit centres and staging areas to gaol of classification to maintain bed capacity for fresh custody inmates and to meet quarantine and isolation requirements
- Urgent medical escorts
- Movement for Involuntary Treatment at the Mental Health Unit at Long Bay Hospital
- Movements to facilitate a Section 19 Mental Health Assessment
- Immigration detainee movements to facilitate release
- Movements to facilitate 'in-person' court appearances
- Movements necessary for maintaining the good order and security of a correctional centre
- Prepositioning inmates for release (including Drug Court releases to drug rehabilitation)
- Movement of inmates to facilitate participation in high intensity or priority offender programs
- Movement of inmates on post program completion and/or termination from a program



Any inmate movements, outside of the above requires the approval of the Director, Classification & Placement

To ensure the system is responsive to this requirement, Strategic Population Management (SPM) are tasked with coordinating all movements. This will facilitate the link between Inmate Transfers, CESU and Inmate Classification and Placement and provide advice to the Command Post.

Movement of any inmate who is currently in quarantine/isolation must be managed as such until the quarantine/isolation period has been completed and they have been cleared by Justice Health and Forensic Mental Health Network (JH&FMHN)

### **Transfers from metropolitan reception centres.**

Any inmate being transferred from the Metropolitan Remand and Reception Centre (MRRC) or Silverwater Women's Correctional Centre (SWCC) must have completed the mandatory 14-day quarantine period.

- This requires two negative PCR tests on day 1 and 12 of the quarantine period.
- If the inmate refuses to be tested, they are to be isolated for a further period of up to 10-days.
- Inmates will not be transferred out of MRRC or SWCC unless they have been cleared from Quarantine by JH&FMHN.

After an inmate is cleared from quarantine/isolation by JH&FMHN a COVID-19 Transfer Advice Form (TAF) is prepared in conjunction with SPM.

### **Prior to any inmate departure:**

- The Nursing Unit Manager (NUM) will verify that all required test results for the departing inmate have returned NEGATIVE.
- The NUM will certify the accuracy of the COVID-19 TAF and provide the certified form to Strategic Population Management.
- Strategic Population Management will not co-ordinate the transfer of any inmate until JH&FMHN have provided advice on the inmates quarantine/isolation/staging status.
- Strategic Population Management will liaise with the Inmate Transfers Unit prior to finalising the list of transfers.
- A copy of the COVID-19 Transfer Advice Form will be provided to the departing and receiving centre.

### **Staging areas within correctional centres**

Inmates transferred from a metropolitan **reception** centre must be housed in a staging area away from the main population for 7-days.

- Staging areas must be separate from general population and are classified as RED ZONE PPE.
- There are six (6) correctional centres with staging areas, these are Parklea, Dillwynia (Sydney Metro). Bathurst, Mid-North Coast, Shortland and South Coast (Regional NSW)





## *Movements from metropolitan centres to regional staging areas*

- All inmates transferred from a metropolitan centre to a regional centre must be staged for a minimum 3-days in a regional staging area.
- Day 0 of staging commences the day the inmates arrive at the centre and concludes at midnight on day 3.
- Inmates must be PCR tested on arrival or day 1 of staging. Inmates will be cleared by JH&FMHN on day 3, after the negative test result had been return and provided they have no symptoms.

## *Movements from metropolitan reception centre to a metropolitan staging area*

- All inmates transferred from a metropolitan reception centre into a metropolitan staging area must be staged for a minimum of 7-days.
- Day 0 of staging commences the day the inmates arrive at the centre and concludes at midnight on day 7.
- Inmate must be PCR tested on day 5 of staging. Inmates will be cleared by JH&FMHN on day 7, after the negative test result had been return and provided they have no symptoms.

## *Transfers into Macquarie CC and Hunter CC*

- All inmates moved in MCQ and HUN must complete a 14-day staging period at the location, regardless of staging having been completed at previous centres.
- All inmates must receive a negative PCR test result on day 12 prior to being clear by JH&FMHN.

## *Inmate management in staging areas*

- Inmates are managed in cohorts. Each inmate cohort in a staging area must be managed separately and not mix or interact with any other inmate cohort.
- Centre Managers are responsible for the monitoring and clearing of inmates from the staging area, once the negative result has been returned, in consultation with JH&FMHN.
- Any Inmate who has recently (within 6months) been cleared of COVID-19, does not require a negative PCR result to be cleared from Staging. However, they are required to complete the 7-day staging period within a metropolitan staging area or a 3-day staging within the regional staging area and be cleared via the Nurse Unit Manager.
- Inmate sweepers working in a staging area are not permitted to work in any other area/pod. Inmate sweeper movements out of the area must be strictly controlled, with no contact with inmates from other areas.
- Any inmate being transferred from MRRC through to northern correctional centres will continue to be transited through Kariong.
- Any inmate being transferred from a regional centre to another regional centre via a metropolitan centre, excluding MRRC or SWCC, does not require additional staging.



**Kevin Corcoran PSM**

**A/Commissioner**

**30 October 2021**

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## Commissioner's Instruction

No: 64/ 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Management of New Reception Inmates.

#### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### INSTRUCTION

The following Commissioner's Instruction *34/2021 Management of new reception inmates from the Greater Sydney Region* is rescinded and replaced by this Instruction.

#### CSNSW Staff PPE requirements

All CSNSW staff working with new reception inmates, from Court locations, transport through to correctional centre are required to apply and wear RED ZONE PPE at all times.

#### Two-Out Quarantine

Newly received inmates introducing COVID-19 into the custodial environment, all new receptions received into **correctional centres state-wide** from police/court cells or directly from Police are to be managed in the 'Quarantine' arrangement for a **mandatory 14-day period**.

The **Quarantine** arrangement will consist of;

- A restricted quarantine regime for all new reception inmates received into Remand & Reception Centres.
- All new reception inmates are to be housed **two-out** and are to **ONLY** interact with their cell mate for the entire 14-day quarantine period.
  - If an inmate is released within 72 hours of commencing quarantine, leaving their cellmate one-out – a new reception inmate may be placed in the cell. When this occurs the quarantine period will restart for the existing cell mate.
  - This practice is only permitted in the first 72 hours of quarantine and can only happen once per inmate.
  - This is designed to relieve front-end pressure and ensure court cells are able to continue receiving fresh custodies.



- All new reception inmates are to continue to undergo screening by Justice Health & Forensic Mental Health Network (JH&FMHN) / Private Health Providers prior to commencing quarantine for the mandatory 14-day period.
- JH&FMHN/ Private Health Providers will test these inmates on day one (1) and day twelve (12) testing of their quarantine period.
- Inmates are to be placed into pre-existing dedicated quarantine locations within nominated Reception and Remand centres.
- Inmates must be given access to their legal representatives as per our statutory obligations. This should be facilitated through the use of technology (phones, tablets) if in-person appointments cannot be facilitated.
- Best endeavors must be employed to allow inmates, where possible to have 'controlled' access to services that are provided to inmates not in quarantine (e.g. out of cell time, telephone calls, sending/receipt of mail, access to television, health care services, SAPOs, Psychology, and Chaplaincy etc.)
- During the 14-day quarantine period, inmates will be required to wear surgical face masks when outside of their cell.
- Once an inmate has completed the 14-day quarantine period and two negative test results are received, the JH&FMHN/ Private Health Providers are to assess, clear and liaise with Custodial staff to arrange for the inmate to be moved to an appropriate housing location.
- Any inmate who has recovered from COVID-19 within the last 6 months, are not required to receive negative PCR results, however are required to remain in quarantine for a period of 14-days and are only released from quarantine once cleared by JH&FMHN/ Private Health.
- Where inmates require special management in accordance with identified risks, appropriate measures are to be implemented as per the relevant COPP sections.
- At this time, only confirmed double vaccinated fresh receptions will be transferred to Parklea Correctional Centre.

If an inmate in quarantine displays COVID-19 signs and symptoms the inmate will be immediately isolated in situ and then referred immediately to the Health provider for assessment. If the results of a COVID test return as negative, the inmate must return to the quarantine area and complete the remainder of their quarantine period. If COVID test is returned as positive they will be managed under existing "COVID 19 Positive Protocols.

## **Management of new reception inmates from Court cells to reception centres:**

Metropolitan locations only

- When an inmate is received from Police, CESU are to manage any inmates at court locations in a two-out capacity and with appropriate RED ZONE PPE at all times.
- JHFMHN will make every attempt to verify the vaccination status of each fresh reception prior to their transfer and provide this information to Inmate Placements.
- Any inmate who is partially vaccinated, unvaccinated or whose vaccination status is unverified will be transferred to the Metropolitan Reception and Remand Centre (MRRC)
- Silverwater Women's remains the only metropolitan location that will receive fresh custody females.



Regional new reception inmates will be transferred to regional centres with available quarantine beds.

Any inmate, inclusive of fresh reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19 are to be placed 'Clinical isolation' **one-out cell**, and not managed under the Quarantine regime.

## **Quarantine - Cleaning Requirements**

To ensure we mitigate the risk of transmission within court cell locations, transportation and/or centre based cells, the following cleaning requirements are to be implemented in high risk regions.

- All court cell and centre based cell locations holding quarantined inmates require sanitisation after use and prior to housing other inmates, utilising the pre-existing two-step cleaning procedure.
- All CESU staff are required to ensure that after transporting quarantined inmates, that the compartment(s) are immediately decontaminated thoroughly after use, utilising the pre-existing two-step cleaning procedure.

In regional areas, existing enhanced cleaning measures remain in place.

## **Clinical Isolation**

CSNSW will retain existing isolation protocols for any inmates, including new reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19. These inmates will be placed in 'Clinical Isolation', one-out cell, in a pre-existing designated area within Court location and or Correctional Centre and are not to be managed within a Quarantine, Staging or General Population Area.

Inmates will remain in the Clinical Isolation until they are;

- Confirmed negative and have been assessed by JH&FMHN/ Private Health Providers.
- Confirmed positive for COVID-19 and managed appropriately under existing COVID 19 protocols

Isolation periods are determined by JH&FMHN/ Private Health Providers in conjunction with the NSW Health, Population Health Team.

Additional requirements for any inmates that are placed in 'Clinical Isolation' are as follows;



- All movements/ escorts of inmates in 'Clinical Isolation' are to be coordinated through the Strategic Population Management in consultation with the relevant parties i.e. inmate transfers, departing and receiving centre management, JH&FMHN, CESU, COVID Command.
- All 'Clinical Isolation' inmates are to be transported as one-out in a vehicle with separate air-conditioned compartments or with separate ventilation. No Quarantine inmates are to travel on the same vehicle.
- Inmates are required to wear surgical face masks during the escort/ movement.
- Inmates are to be housed in dedicated isolation cells. As a minimum requirement, each isolation cell will have a cell-door hatch, shower and toilet.
- Inmates who have tested positive for COVID-19 will be transferred to the dedicated COVID 19 Positive location at the MRRC for more intensive management.

Broken Hill Correctional Centre are exempt from need to have quarantine cells and isolation cells in different areas of the centre.

All other pre-existing isolation measures inclusive of PPE requirements remain in place.



**Kevin Corcoran**  
**Commissioner**

**24 December 2021**

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## Commissioner's Instruction

No: 04/ 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Management of fresh reception inmates

#### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*.

Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### INSTRUCTION

The following Commissioner's Instruction 64/2021 *Management of new reception inmates* is rescinded and replaced by this Instruction.

#### MANAGEMENT OF FRESH RECEPTION INMATES

Parklea Correctional Centre will accept fresh reception inmates regardless of vaccination status.

##### **Court cells to reception centres**

- CESU are to manage any inmates at court locations in a two-out capacity and with appropriate PPE.
- Inmates must be issued with surgical face masks to wear during transport.

##### **Court cell and transport cleaning requirements**

To ensure we mitigate the risk of transmission within court cell locations, transportation and/or centre based cells, the following cleaning requirements are to be implemented.

- All court cell and centre based cell locations holding quarantined/isolation inmates require sanitisation after use and prior to housing other inmates, utilising the pre-existing two-step cleaning procedure.
- All CESU staff are required to ensure that after transporting quarantined/isolation inmates, that the compartment(s) are immediately decontaminated thoroughly after use, utilising the pre-existing two-step cleaning procedure.



## COVID-19 positive inmates

All COVID-19 positive inmates are to be transferred to the MRRC or Silverwater Women's Correctional Centre. Inmates who are confirmed cases of COVID-19 at MRRC or Silverwater Women's can be housed two out if required.

## Quarantine requirements for fresh receptions in correctional centres

Fresh receptions received into correctional centres state-wide from police/court cells or directly from Police are to be managed in the 'Quarantine' arrangement for a **mandatory 10-day period**. **Quarantine** is a restricted regime for all new reception inmates received into remand & reception centres designed to reduce COVID-19 transmission.

## Quarantine accommodation arrangements

- Inmates are to be placed into pre-existing dedicated quarantine locations within nominated reception and remand centres.
- New reception inmates are to be housed one-out if possible and depending on bed-availability.
- If one-out is not possible or appropriate, new receptions can be housed two-out, and are **ONLY** to interact with their cellmate for the entire 10-day quarantine period.
  - If there is extreme pressure on bed availability at a location and an inmate is released within 72 hours of commencing quarantine, leaving their cellmate one-out – a new reception inmate may be placed in the cell. When this occurs the quarantine period will restart for the existing cellmate.
  - This practice is only permitted in the first 72 hours of quarantine and is designed to relieve extreme front-end pressure and ensure court cells are able to continue receiving fresh custodies.
- Inmates in quarantine must wear a surgical facemask anytime their cell door is open or anytime they are outside of their cell. They must also be given access to masks for use in cell if they choose.
- Where inmates require special management in accordance with identified risks, appropriate measures are to be implemented as per the relevant COPP sections.

## Inmate screening and testing requirements

- All new reception inmates must undergo screening by Justice Health & Forensic Mental Health Network (JH&FMHN)/private health providers prior to commencing the mandatory 10-day quarantine period.
- JH&FMHN/ private health providers will test these inmates on day 1 and day 10 of their quarantine period.

## Access to services

- Inmates must be given access to their legal representatives as per our statutory obligations. This should be facilitated through the use of technology (phones, tablets) if in-person appointments cannot be facilitated.
- Best endeavors must be employed to allow inmates, where possible to have 'controlled' access to services that are provided to inmates not in quarantine (e.g. out of cell time, telephone calls, sending/receipt of mail, access to television, health care services, SAPOs, Psychology, and Chaplaincy etc.)



**Clearance from quarantine**

- Once an inmate has completed the 10-day quarantine period and two negative RAS test results are received, the JH&FMHN/ Private Health Providers are to assess, clear and liaise with custodial staff to arrange for the inmate to be moved to an appropriate housing location.
- Any inmate who has recovered from COVID-19 within the last month, are not required to receive negative RAS results, however are required to remain in quarantine for a period of 10-days to monitor for symptoms and are only released from quarantine once cleared by JH&FMHN/ Private Health providers.

**Cold and flu/symptoms during quarantine**

If an inmate in quarantine displays COVID-19 symptoms the inmate will be immediately isolated in situ and then referred to the health provider for assessment. If the results of a COVID 19 test returns as negative and the inmate is otherwise well, they must remain in the quarantine area and complete the remainder of their quarantine period. If COVID 19 test is returned positive they will be managed under existing COVID 19 Positive Protocols.

**Management of any inmate with cold/flu symptoms – clinical isolation**

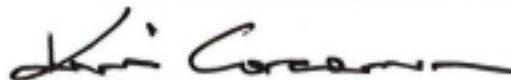
Any inmate, including fresh reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19 are to be placed in 'clinical isolation' in a one-out cell, and not managed under the quarantine model. 'Clinical isolation' cells must be in a pre-existing, designated area within court location and or correctional centre and are cannot to be within a quarantine, staging or general population area.

An inmate will remain in the clinical isolation until they are:

- Confirmed COVID-19 negative and have been assessed by JH&FMHN/private health providers.
- Confirmed COVID-19 positive and managed appropriately under existing COVID 19 protocols isolation periods are determined by JH&FMHN/private health providers in conjunction with the NSW Health, Population Health Team.

Additional requirements for any inmates that are placed in '**clinical isolation**' are as follows:

- All movements/escorts of inmates in are to be coordinated through the Strategic Population Management and in consultation with the relevant transport units.
- All 'clinical isolation' inmates are to be transported as one-out in a vehicle with separate air-conditioned compartments or with separate ventilation. No Quarantine inmates are to travel on the same vehicle.
- Inmates are required to wear surgical face masks whenever outside of their cells, during the escort/movement and should also be provided masks for use inside their cells if they choose to.
- Inmates are to be housed in dedicated isolation cells. As a minimum requirement, each isolation cell will have a cell-door hatch, shower and toilet.



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Commissioner  
14 January 2022

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## Commissioner's Instruction

No: 06 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Update to Inmate Movements and Staging

### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

### INSTRUCTION

The following Commissioner's Instruction *56/2021 Update Amendments inmate Movements* are rescinded and replaced by this Instruction.

### Management of inmate movements

- Oversight of all inmate movements is the responsibility of the Director Classification & Placement.
- To ensure the system is responsive, Strategic Population Management (SPM) are tasked with coordinating all movements. This will facilitate the link between Inmate Transfers, CESU and Inmate Classification and Placement and provide advice to the Command Post.
- Movement of any inmate who is currently in quarantine/isolation must be managed as such until the quarantine/isolation period has been completed and they have been cleared by JH&FMHN/private health providers.
- The Command Post, Classification & Placement and SPM will monitor and review inmate movements at regular intervals to ensure movements are not contributing to transmission of COVID 19.

### Prior to any inmate movement

- All inmates require a negative result on a rapid Antigen Screening test (RAS) test prior to departure from any correctional centre within 24 hours of any transfer. This RAS test can only be administered by a JH&FMHN/private health provider nurse.
- The NUM will verify that all required test results for the departing inmate have returned NEGATIVE.
- The NUM will certify the accuracy of the COVID-19 Transfer Advice Form (TAF) and provide the certified form to Strategic Population Management.



- Strategic Population Management will not co-ordinate the transfer of any inmate until JH&FMHN/private health providers have provided advice on the inmates quarantine/isolation/staging status.
- Strategic Population Management will liaise with the Inmate Transfers Unit prior to finalising the list of transfers.
- A copy of the COVID-19 TAF will be provided to the departing and receiving centre.
- Any inmate being transferred from MRRC through to northern correctional centres will continue to be transited through Kariong.
- Inmate sweepers working in a staging, quarantine or isolation areas identified as are not permitted to work in any other area/pod. Inmate sweeper movements out of the area must be strictly controlled, with no contact with inmates from other areas. Sweepers must adhere to all Red Zone PPE requirements at all times.

### **Movements to Hunter and Macquarie correctional centres**

- All inmates moved into Hunter or Macquarie correctional centres must complete a 5-day staging period at the location.
- To clear staging, an inmate must produce a negative COVID-19 RAS test result on the final day of staging and be assessed by a JH&FMHN nurse before moving into the general population.
- If an inmate refuses to be tested, they are to be isolated in the staging area for a further period of 5 days.
- Inmates are to be managed in cohorts. Each inmate cohort in the staging area must be managed separately and not mix or interact with any other inmate cohort.
- Centre Manager is responsible for the monitoring and clearing of inmates from the staging area, once the negative result has been returned, in consultation with JH&FMHN/private health providers.
- Any inmate who has been cleared from being COVID-19 positive, within the last month, does not require a negative RAS result to be cleared from staging. However, they are required to complete the staging period and be cleared via the NUM on site.



**Kevin Corcoran**  
**Commissioner**  
**11 February 2022**

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## Commissioner's Instruction

No: 17 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Receiving offenders from NSW Police and transport of offenders**

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#### **PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

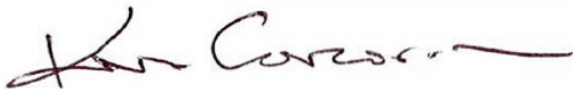
#### **INSTRUCTION**

Commissioner's Instruction 11/2020 'Interim Measure – Receiving offenders from NSW Police and transport of offenders' – is rescinded and replaced by this instruction.

To ensure the continued safe custody of offenders received from NSW Police Force (NSWP) and CSNSW Court Cells, and housed in correctional centres the following instructions apply:

- CSNSW will not refuse custody remanded offenders from NSWPF or Courts on the basis of COVID-19 concerns.
- Court Escort Security Unit staff must follow Local Operating Procedure 2020/001 on receiving and transporting offenders suspected or confirmed to have COVID-19. This is to ensure their own safety and to reduce the risk of transmission.
- No correctional centre is to refuse receiving an inmate from CSNSW Court Cells due to suspected or confirmed COVID-19 infection.
- CSNSW staff are to liaise with Justice Health to ensure temperature checks are conducted before and after escort between correctional centres.
- Inmates housed in a correctional centre suspected of having COVID-19 must be isolated in situ and referred to Justice Health for assessment.

- When advised by Justice Health and Forensic Mental Health Network (JH&FMHN)/privately contracted medical service provider, that an inmate has tested positive to COVID-19, a Section 23 Movement Order should be raised as soon as practicable for an inmate to be transferred to Metropolitan Reception and Remand Centre (MRRC), Silverwater Women's Correctional Centre (SWCC) or approved alternate isolation hub.
- On the advice of the JH&FMHN/privately contracted medical service provider and in consultation with centre management, any request for a COVID-positive inmate to remain at an alternate correctional centre other than MRRC or SWCC for isolation in situ should be forwarded by Population Health to the Commissioner for approval.
- Staff members responsible for maintaining secure custody including during any transport of an inmate or service provision that Justice Health suspects or has confirmed to have COVID-19, must wear PPE and ensure the inmate is wearing a surgical mask.



**Kevin Corcoran PSM**  
**Commissioner**

14 April 2022

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## Commissioner's Instruction

No: 22 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure - Temporary use of mobile devices, SIM cards and chargers for COVID-19 related inmate communications and in visiting sections for social visits**

#### PREAMBLE

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction, or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

#### INSTRUCTION

Commissioner's Instructions 15/2020 'Temporary use of tablets with SIM cards in correctional centre visiting sections for social visits' and 47/2021 'Temporary use of mobile devices, SIM cards and chargers for COVID-19 related inmate communications' are rescinded and replaced by this Commissioner's Instruction.

To support continued contact between inmates and their family and friends and legal representatives, mobile devices/tablets with SIM cards will be made available for inmate use to facilitate approved video visits and phone calls.

Under my authority, as Commissioner, pursuant to section 253G of the *Crimes (Administration of Sentences) Act 1999*, I provide lawful authority for mobile/tablets devices, SIM cards, mobile/tablets device charging stations and chargers supplied by CSNSW to be:



- Brought into and conveyed out of a correctional centre.
- Made available in correctional centres for inmates to use to participate in approved phone calls and video visits, including video visits run in correctional centres visiting sections.
- Used under appropriate supervision by CSNSW officers.
- Securely stored in an area within the correctional centre, designated by the Governor or Manager of Security, when not in use and for the purposes of charging.

The use of approved mobile devices for making phone calls has been introduced in three stages:

1. Access to Legal Representatives
2. Access to Justice Health and Offender Management and Programs services (i.e. welfare, classification)
3. Access to family and friends once monitoring and recording of calls can be facilitated.

The authority under this instruction only applies to mobile devices/tablets, SIM cards, device charging stations and chargers that have been supplied by CSNSW expressly for inmates to use to conduct approved video visits and phone calls.

Staff are reminded that it is an offence under section 253G(2)(b) the Crimes (Administration of Sentences) Act 1999 for a person to bring or attempt to bring anything into a place of detention without lawful authority. This includes any mobile device/tablet capable of sending voice or other data over a mobile telephone network. The use of non-approved devices for a purpose other than in this Instrument, would therefore be an offence.

More information on video visits can be found in the COPP, section 8.16 Inmate Tablets.



**Kevin Corcoran PSM**  
**Commissioner**

30 May 2022

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**For the information of all CSNSW staff**

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Correctional centre management of quarantine and isolation hubs, fresh reception inmates and COVID-19 positive inmates**

**PREAMBLE**

This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) Act 1999*. Commissioner's Instructions amount to lawful orders and any staff member who intentionally disobeys or disregards this Instruction or is found to be negligent in the performance of their duties, may be liable to disciplinary action under the *Government Sector Employment Act 2013*.

**INSTRUCTION**

The following Commissioner's Instructions are all rescinded and replaced by this combined Commissioner's Instruction:

- 40/2020 Novel Coronavirus (COVID-19) Interim Measure – Amendment to the transfer of inmates confirmed COVID-19 positive,
- 76/2020 Novel Coronavirus (COVID-19) Interim Measure – Management of Isolation Hubs,
- 77/2020 Novel Coronavirus (COVID-19) Interim Measure – Amendment to management of inmates confirmed COVID-19 positive in isolation hubs,
- 34/2021 Novel Coronavirus (COVID-19) Interim Measure – Management of new reception inmates, and
- 04/2022 'Novel Coronavirus (COVID-19) Interim Measure – Management of fresh reception inmates.

**Management of new reception quarantine inmates from Court cells to reception centres**

When an inmate is received from the NSW Police Force (NSWPF), Court Escort Security Unit (CESU) are to manage inmates at court locations within cell capacity and with appropriate PPE **at all times**:

- Transport runs are to pick up remanded (male) new reception inmates from various court locations and transport them directly to a reception correctional centre. Metropolitan Remand and Reception Centre (MRRC) designated Quarantine cells are accessible prior to 12.30pm daily.
- Parklea Correctional Centre (Parklea) will receive new reception inmates from 12.30pm onwards into the evening.



- Transport runs are to pick up remanded (female) new reception inmates from various court locations and transport them directly to a reception correctional centre. Silverwater Women's Correctional Centre (SWCC) designated Quarantine cells are accessible prior to 1.00pm daily.
- Additionally, any inmates that are not received into MRRC, SWCC or Parklea will be held in Amber Laurel, Surry Hills and Kariong overnight or until they are moved as soon as possible.

All COVID-19 positive inmates are to be transferred to the MRRC or SWCC. Inmates who are **confirmed cases** of COVID-19 at MRRC or Silverwater Women's may be housed two out if required. All COVID-19 positive inmates who have not yet been transferred to MRRC or SWCC, must be isolated and housed in a one-out-cell; if there are capacity issues, they can only be housed with another COVID-19 positive inmate. A COVID-19 positive inmate can only be transported with other COVID-19 positive inmates.

Fresh custody quarantine inmates that have answered no to all questions in the COVID-19 CESU Custody Questionnaire and are asymptomatic can be transported in the same escort vehicle in separate compartments with court returns and section 23's. All inmates must be supplied with a surgical mask and strongly encouraged to wear it.

CESU are to manage any quarantine inmates at court locations within cell capacity and comply with Red Zone PPE as outlined in CI 21/2022. Inmates must be issued with surgical face masks to wear during transport and any time outside their cell.

### **Quarantine, Court cell and transport cleaning requirements**

To ensure the risk of transmission is mitigated within court cell locations, transportation and/or centre based cells, the following cleaning requirements are to be implemented and followed:

- All court cell and centre based cell locations holding quarantined/isolation inmates must be sanitised after use and prior to housing other inmates, utilising the pre-existing two-step cleaning procedure.
- All CESU staff must ensure that after transporting quarantined/isolation inmates, the compartment(s) are immediately decontaminated thoroughly after use, utilising the pre-existing two-step cleaning procedure.

### **Quarantine requirements for fresh receptions in correctional centres**

- Fresh receptions received into correctional centres state-wide from police/court cells or directly from NSWPF are to be managed in Quarantine for a mandatory 10-day period. Quarantine is a restricted regime for all new reception inmates received into remand & reception centres designed to reduce COVID-19 introduction and transmission.
- All new reception inmates must undergo screening by JH&FMHN/private health providers prior to commencing the mandatory 10-day quarantine period. JH&FMHN / Private Health providers will test these inmates on day 1 and day 10 of their quarantine period.

### **Quarantine and accommodation arrangements**

The **Quarantine** arrangement will consist of:





- Inmates are to be placed into pre-existing dedicated quarantine locations within nominated reception and remand centres.
- New reception inmates are to be housed one-out if possible, depending on bed-availability.
- If one-out is not possible or appropriate, new receptions may be housed one/two or three out and are **ONLY** to interact with their cohort group for the entire 10-day quarantine period.
  - If there is extreme pressure on bed availability and an inmate is released within 72 hours of commencing quarantine, leaving their cellmate one-out, a new reception inmate may be placed in the cell. When this occurs the quarantine period will restart for the existing cellmate.
  - This practice is only permitted in the first 72 hours of quarantine and is designed to relieve extreme front-end pressure and ensure court cells can continue receiving fresh custodies.
  - Inmates in quarantine are strongly encouraged to wear a surgical face mask anytime their cell door is open or anytime they are outside of their cell. They must also be given access to masks for use in cell if they choose.
  - Where inmates require special management in accordance with identified risks, appropriate measures are to be implemented as per the relevant COPP sections.

### Clearance from quarantine

- Once an inmate has completed the 10-day quarantine period and two negative RAS test results are received (one RAS test on Day 1 and one on Day 10), the JH&FMHN / Private Health providers are to assess, clear and liaise with custodial staff to arrange for the inmate to be moved to an appropriate housing location.
- Any inmate who has recovered from COVID-19 within the last month, are not required to receive negative RAS results, however are required to remain in quarantine for a period of 10-days to monitor for symptoms and are only released from quarantine once cleared by JH&FMHN/ Private Health providers.

### Clinical Isolation

CSNSW will retain existing isolation protocols for any inmates, including new reception inmates who have cold/flu like symptoms or had close contact with a person diagnosed with COVID-19. These inmates will be placed in 'Clinical Isolation', **one-out** cell, in a pre-existing designated area within Court location and or Correctional Centre and are not to be managed within Quarantine regimes.

Inmates will remain in the Clinical Isolation until they are;

- Confirmed negative and have been assessed by JH&FMHN / Private Health providers.
- Confirmed positive for COVID-19 and managed appropriately under existing COVID 19 protocols.

Isolation periods are determined by JH&FMHN / Private Health providers in conjunction with the NSW Health, Population Health Team.

Additional requirements for any inmates that are placed in 'Clinical Isolation' are as follows;

- Inmates are required to wear surgical face masks during the escort/movement or whenever outside of their cell. They can also be provided with masks for use



in cell if they choose to. Inmates are to be housed in dedicated isolation cells. As a minimum requirement, each isolation cell will have a cell-door hatch (or veranda), toilet, and preferably a shower if possible. In extreme circumstances where a cell does not have the required amenities, a detailed risk management plan must be developed by the centre.

- Inmates who have tested positive for COVID-19 will be transferred to the dedicated COVID 19 Isolation Hub at the MRRC or SWCC for more intensive management.
- All movements/escorts of inmates are to be coordinated through the Strategic Population Management and in consultation with the relevant transport units.
- All 'clinical isolation' inmates are to be transported as one-out in a vehicle. No clinical isolation inmates are to travel in the same vehicle.

All other pre-existing isolation measures inclusive of PPE and cleaning requirements remain in place.

## **Management of COVID-19 positive inmates in isolation hubs**

When advised by Justice Health Forensic Mental Health Network (JH&FMHN)/ privately contracted medical service provider, that an inmate has tested positive to COVID-19, a Section 23 Movement Order should be raised as soon as practicable for an inmate to be transferred to the Metropolitan Reception and Remand Centre (MRRC), Silverwater Women's Correctional Centre (SWCC) or approved alternate isolation hub.

On the advice of the JH&FMHN/ privately contracted medical service provider and in consultation with centre management, any request for a COVID-positive inmate to remain at an alternate correctional or transitional centre location other than MRRC or SWCC for isolation in situ should be forwarded by the Command Post to the Commissioner for consideration/approval.

Governors or Managers of Security must ensure the Isolation Hub is adequately staffed 24 hours a day for effective supervision and regular communication with inmates, including regular observations to monitor changes in physical or mental health.

The inmate will be transferred as soon as possible to an Isolation Hub:

- Within their correctional centre of classification, separated from other inmates.
- in another correctional centre, under section 23 of the (CAS Act).
- Centres experiencing COVID lock - in restrictions to inmate movements are to complete the appropriate incident reporting category and ensure the appropriate Containment Plan provided by Population Health is referenced for the identified area under effect.

All transfers to Isolation Hubs under s23 are to be treated as urgent and undertaken by the Court Escort Security Unit.

Following an inmate's movement to an Isolation Hub, the FM or OIC of the shift must notify the Command Post and, with the inmate's consent, the inmate's emergency contact person or next of kin. The notification should be case noted in OIMS.



Staff are to provide Isolation Hub inmates with relevant information to ensure that inmates are fully informed about their physical isolation including the conditions of their isolation and the likely length of their isolation, if known.

If inmates wish to advise one of their approved phone contacts of the changes in their circumstances, the OIC is to advise the relevant staff who are to contact the inmate's identified contact and advise that the inmate is in an Isolation Hub.

Inmates will only be discharged from an Isolation Hub on the written advice of JH&FMHN / privately contracted medical service provider for the privately run correctional centres that they are free from COVID-19 and present no contagion risk to staff or other inmates.

### **Procedure for COVID-19 positive inmate escort from cell to cell within a correctional centre**

Isolation Hub officers are to undertake all escorts within the correctional centre of COVID-19 positive inmates from their cell to the Isolation Hub.

The OIC of the area that the inmate is housed in, is to ensure that all non-involved persons are removed from the area prior to the movement of the inmate.

The inmate who is escorted is to be provided with a face mask and directed to wear the required PPE. Centre staff are to instruct the inmate to cough and/or sneeze into their elbow.

### **Inmate property**

The inmate's property approved for use in cell is to be transported with the inmate to the Isolation Hub including:

- approved religious texts
- photographs
- food from inmate buy up
- library books
- pen and paper
- their television (if not fixed)

Staff must wear the required PPE if the inmate requires assistance with moving personal approved property. The inmate's property tub is then to be searched and any non-approved items removed to remain in the inmate's cell. Centre staff must secure the cell door. All property in the Isolation cell must be decontaminated in line with Health/Correctional Centre guidelines, before being allowed back into the general correctional centre.

The inmate must be strip-searched in their cell by the Isolation Hub officers prior to escort (procedures must comply with s17.1 of the COPP). If an inmate's condition makes strip searching prohibitive, the OIC of the Isolation Hub, taking into consideration any medical advice provided by JH&FMHN or the privately contracted medical service provider, may determine to conduct a pat search, or make use of an electronic device. The OIC of the isolation hub must record the reasons for not strip searching on the inmate's case notes.



Isolation Hub officers are to provide disposable gloves to the inmate and direct the inmate to put them on and pull them up over their wrists. Once the inmate's gloves are in place, the Isolation Hub officer is to direct the inmate to stretch out their arms until their elbows lock and to turn their head away to apply handcuffs if operationally required.

Isolation Hub officers are to escort the inmate and their property, via the advised walk path, directly to the Isolation Hub. The accompanying correctional centre officers must maintain social distancing protocols and minimise interaction with the inmate.

The escorting Isolation Hub officers are to then remove their PPE in a designated area following the procedure set out below for the disposal of PPE every time it is used.

1. Remove PPE by following the steps outlined in the CSNSW "How to take off your PPE" document. Wash your hands with soap and water for at least 20 seconds or hand sanitiser, between PPE removal steps if your hands become contaminated. Document can be found on the intranet under:  
*Coronavirus COVID-19 Corrective Services NSW response*
2. Dispose of any single-use items in contaminated waste bins. If a contaminated waste bin is not available, items can be securely bagged and disposed of in a bin.
3. All multi-use items (for example, eye wear), must be cleaned with soap and water followed by a disinfectant.
4. Staff must wash their hands with soap and running water for at least 20 seconds after removing their PPE. If unavailable, staff should disinfect their hands with alcohol-based hand sanitiser.

### **Drop off inmate to Correctional Centre Isolation Hub**

The correctional centre housing the Isolation Hub is required to develop appropriate escorting procedures for the movement of inmates placed into the isolation Hub.

CESU officers are to carry a decontamination bag with them to place the restraints in once they are removed from the inmate.

Prior to removing the inmate from the vehicle, CESU officers must provide all documentation (including warrant file, s23 order, medical file) relating to the inmate to the accompanying Correctional Officers.

The inmate and their carry-on bags are to be escorted by the CESU officers and accompanying correctional officers directly to the Isolation Hub and placed in the allocated isolation cell after being searched and registered.

CESU officers are to remove all restraints and wipe with Isopropyl base wipes. Correctional centre staff are to secure the cell door once the CESU officers have exited the cell.

The OIC of the Isolation Hub is responsible for verifying inmate identity.

CESU officers are to exit the Isolation Hub to a designated area and remove their PPE as per removal procedure and wash their hands with soap and water for at least 20 seconds. If unavailable, staff should disinfect their hands with alcohol-based hand sanitiser.



## **Decontamination of escort vehicles**

CESU officers are to apply appropriate PPE and decontaminate the identified cell within the vehicle. CESU officers must follow the procedure set out above for the disposal of PPE every time it is used. Handcuffs must be cleaned with alcohol based wipes after each use.

## **Inmates with mental health or at risk of self-harm or suicide**

The impact of physical isolation may increase the risk of self-harm, suicidal behaviours and decline in mental health. Correctional Officers must ensure such risks are safely minimised and reduce the potential for staff having to respond to a self-harm or suicide incident.

If an inmate received into an Isolation Hub is identified as being at risk of suicide or self-harm, the OIC of the Isolation Hub is to immediately advise the relevant Executive Officer and JH&FMHN or the medical service provider at privately run correctional centres. Inmates must still be managed in accordance with COPP s3.7 *Management of inmates at risk of self-harm or suicide*.

## **Inmates on segregation orders**

If an inmate is received into the Isolation Hub with an active segregation order the order continues to apply for the timeframe imposed. The conditions, including associations are to continue to apply. Inmates that meet the criteria for segregated custody (s3.4 of the COPP) due to their behaviour while in the Isolation Hub can still be placed on segregation while housed in an Isolation Hub.

## **Inmates with specific needs**

Where an Isolation Hub inmate is identified through the reception process as having specific needs, every effort must be made to effectively manage those needs. These inmates may include but are not limited to:

- health/medical issues, in addition to COVID-19 positive
- aged and /or frail
- intellectual or psychiatric impairment
- hearing, sight, physical or speech disabilities
- culturally and linguistically diverse inmates

When an inmate with a State-wide Disability Services alert is received into an Isolation Hub the State-wide Disability Services is to be advised via email SDS@justice.nsw.gov.au.

## **Decline in medical state**

If an inmate appears to be in distress, has worsening symptoms or is non-responsive, correctional officers must follow the procedures outlined in COPP s13.2 *Medical emergencies*.

## **Time out of cell**

Given the risk of COVID-19 transmission, time out of cells may be restricted for Isolation Hub inmates. Inmates will be permitted to leave their cells in the case of an emergency (e.g. fire, flooding) or to be transferred to an observation cell. Isolation Hubs will, unless it is not operationally possible, provide time out of cell for all inmates,



consistent with the principles and need of isolating COVID-19 positive inmates and the safety and security requirements of the centre. Positive COVID-19 inmates may share common space. Local Operating Procedures are to be implemented regarding the allowance of time out of cell.

All inmates must wash their hands with soap and water for a minimum of 20 seconds prior to leaving their cell and must wear a mask at all times when they are out of their isolation cell.

### **Cell access for staff**

Physical staff interactions with inmates with confirmed COVID-19 must be minimised. Interactions will primarily be through the cell door trap (or veranda) or via the cell intercom. Provision of food, oral medication (including OST), and other items (including tablets for video visits) will be provided through the cell door hatch. This does not include the health checks and assessment by JH&FMHN staff which must be completed via the open cell door.

### **Access to health and other services**

Best endeavours must be employed to allow inmates, where possible to have 'controlled' access to services that are provided to inmates not in quarantine (e.g. out of cell time, telephone calls, sending/receipt of mail, access to television, health care services, SAPOs, Psychology, and Chaplaincy etc.)

Inmates will be provided a range of materials and equipment to support their time during isolation. All entitlements, support, activities, and services available to inmates under the *COPP* continue to be delivered subject to the conditions of their isolation and the outlined Justice Health containment plan. Access to services and support staff is given via the cell hatch door or via in-cell technology where available. If face to face contact must occur, staff must wear appropriate PPE and the inmate must wear a surgical mask.

Inmates must be given access to their legal representatives as per our statutory obligations. This should be facilitated using technology (phones, tablets) if in-person appointments cannot be facilitated.

### **Inmate communications**

Inmates are to be encouraged to maintain contact with their family and social supports by mail and telephone. This contact is beneficial to support a prisoner during their custody, in particular, when social contact is limited. In-cell technology and tablets will be utilised, where available. Isolation hub staff must ensure that a cell inspection and a cell intercom check (and/or duress alarm) is conducted in each cell daily, along with welfare checks and regular management observations of each inmate subject to physical isolation.

### **Cleaning of cell and decontamination of inmate's property**

Each cell must be cleared prior to reallocating the cell to a new inmate. Staff or contracted cleaners must apply PPE to clear out the cell. Prior to discharge from the Isolation Hub the inmate is to place all bedding (sheets and pillowcases) into the provided garbage bag/linen bag and leave it in the cell. The bag is to be clearly marked as containing contaminated linen. Staff or contracted cleaners must ensure that hospital grade disinfectant is applied to:



- the cell door lock
- the cell door hatch
- any other area of the cell that staff may frequently come into contact with.

## **Escorts for emergency medical attention**

In cases where the inmate is critical and reliant on breathing or other medical apparatus, the NSW Ambulance Service is to be engaged to transfer the inmate to hospital. If inmates appear to be in distress, have worsening symptoms or are non-responsive, correctional officers must follow the procedures outlined in section 13.2 of the COPP, medical emergencies.

Isolation Hub officer/s must accompany the inmate, with the number of escorting officers determined by classification and risk assessment approved by Centre Management

At any stage throughout this process prior to departure from the correctional centre the offender becomes non-compliant and there is an increase in the risk level due to the inmate's behaviour, the security arrangements may need to be strengthened.

On return to the correctional centre, any inmate returning to a correctional centre who has been admitted to hospital or taken to the emergency department and not admitted are to be placed either two out or in an assessment cell until a comprehensive JH&FMHN review can take place. Escorting staff must follow the PPE removal procedure outlined above.



**Kevin Corcoran PSM**  
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30 May 2022

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