



## Commissioner's Instruction

No: 65 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Update to PPE Requirements – Statewide RED ZONE

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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Commissioner's Instruction 63/2021 'Minimum Personal Protective Equipment (PPE) Requirements' is rescinded and replaced by this Commissioner's Instruction.

If sites have adequate PPE and are able to comply with this Commissioner's Instruction immediately, they should do so. For sites who require additional PPE, they should place their orders on **4 January 2022** and implement RED ZONE PPE compliance by **8 January 2022** at the latest.

Until further notice, the following minimum PPE requirements will apply to our workplaces:

#### **RED ZONES**

People working in the following areas must abide by the red zone PPE requirements:

##### **Red zone areas**

- All Correctional Centres including all clinic areas
- All Court and Police Cells.
- All inmate escorts (both Medical Escorts Unit and the Court Escort Security Unit transfers)
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct physical inmate/offender contact occurs.



## Red zone PPE

**P2/N95 mask**

**AT ALL TIMES**



**Face shield/safety goggles\***

**AT ALL TIMES**



**Disposable gloves**

**ONLY** when working in reception/intake, quarantine, isolation, staging areas, court cells locations and with COVID 19 positive inmates (including transport/escorts)



**Long sleeve gown**

**ONLY** when working in reception/intake, quarantine, isolation, staging areas, court cells locations and with COVID 19 positive inmates (including transport/escorts)



\*prescription glasses are not sufficient

## STAFF WORKING IN ALL OFFICE BASED SETTINGS

**Surgical mask** (at a minimum)



If office-based staff are passing through areas where there are inmates present, RED ZONE PPE IS TO BE WORN.

## PPE REQUIREMENTS FOR INMATES

Inmates will be issued surgical face masks if managed in isolation or in the Field Hospital.

Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit will be issued with surgical face masks anytime they are out of cell.

All inmates moving through a correctional centre reception room/intake, on escort and attending court will be issued a surgical face mask from the departing centre.

All inmates must be provided the opportunity and encouraged to wear a surgical mask when being escorted or moving around a correctional centre.

Inmate hygiene crews must continue to wear surgical masks at a minimum.

## PPE REQUIREMENTS FOR VISITORS/CONTRACTORS

Contractors and official visitors have the same requirements as staff.





**PPE REQUIREMENTS FOR INMATE SOCIAL VISIT AREAS**

During an inmate social visit, all inmates and visitors are required to wear a surgical mask for the duration of the visit.

**SUPPLY OF FACE MASKS**

Only face masks procured through Corrective Services Industries (CSI) are approved to be worn by staff, inmates, and visitors.

Existing supplies of surgical face masks held by correctional centres and other locations will continue to be supplemented by the centralised PPE procurement process.

COVID 19 Liaisons and Managers are to ensure they regularly monitor stock and submit PPE orders as required to [REDACTED]

**FACE MASK EXEMPTIONS**

Exemptions to wearing a face mask or wearing a CSNSW/CSI supplied face mask may apply in circumstances where a staff member is unable to wear a mask due to a medical or other identified condition.

If you are unable to wear a facemask due to a physical or medical condition, or disability, you need to speak with your manager and a risk assessment must be undertaken.

[REDACTED]

Kevin Corcoran PSM  
Commissioner  
2 January 2022

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]





## Commissioner's Instruction

No: 02 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Temporary restrictions on entry to correctional centres

#### **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 below measures are designed to reduce the number of people regularly attending correctional centres at this time.

Effective 7 January 2022, the following temporary restrictions will apply to all correctional centres:

#### **CSNSW STAFF ATTENDING CORRECTIONAL CENTRES**

**Staff not normally based in Correctional Centres must not attend Correctional Centres in person at this time.**

- This does not restrict the normal activities of:
  - Court Escort Security Unit
  - Medical Escort Unit staff
  - Security Operations Group emergency response
  - Technical Security Unit staff performing urgent repairs
  - Corrective Services Industries drivers.
- Community Corrections staff routinely required to attend correctional centres are asked to preference AVL but where this is not feasible and all other options have been exhausted staff must continue to complete service delivery face to face with appropriate PPE and COVID-19 screening precautions.
- Key oversight functions such as OPRB Monitors and CSNSW Investigations Branch are essential and are exempt from this requirement however must comply with all COVID-19 screening requirements.



**Staff meetings and briefings are to be facilitated via video or telephone conference.**

### **THIRD PARTY SERVICE PROVIDERS**

All group-based face to face programs and education activities delivered in correctional centres by third-party external providers (other than LSC Psychology) are temporarily suspended until further notice.

### **CHAPLAINS**

- Chaplains are permitted to enter but they are not to conduct group-based activities.
- Chaplains who work in an external high-risk setting, such as a hospital or aged care homes, are restricted from entering NSW Correctional Centres in person. AVL options should be explored in this circumstance.
- Chaplains who work at multiple correctional centres, including correctional centres situated on the same correctional complex, **may only enter one correctional centre per day** and must comply with all relevant COVID-19 screening and PPE requirements.

### **CONTRACTORS**

Only external contractors performing critical work such as medical/mental health care, essential logistics, essential infrastructure installations, maintenance and emergency building works will be permitted entry to correctional centres.

All essential people entering CSNSW correctional centres must comply with current conditions of entry and Public Health Orders.

Exemptions to the requirements outlined may be provided by the Assistant Commissioner Custodial Corrections.

These measures will be reviewed regularly and updated as required.

[REDACTED]  
**Kevin Corcoran PSM**  
**Commissioner**  
**6 January 2022**

[REDACTED]  
[REDACTED]  
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[REDACTED]  
[REDACTED]





# Commissioner's Instruction

No: 03 / 2022

## For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Visits Suspension

### 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 is rescinded and replaced by this Instruction: 58/2021 Resumption of family and friend visits – stage 1

Due to the high rates of COVID-19 across NSW, in-person social visits to all correctional and residential centres are suspended until further notice.

[Redacted Signature]  
**Kevin Corcoran PSM**  
Commissioner  
14 January 2022

[Redacted]

[Redacted]







## 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.

[REDACTED]  
Kevin Corcoran  
Commissioner  
14 January 2022

[REDACTED]  
[REDACTED]  
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[REDACTED]  
[REDACTED]

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## Commissioner's Instruction

No: 05 / 2022

### For the information of all CSNSW staff

**Subject:** Resumption of group programs delivered by Offender Services and Programs staff and/or External Facilitators in the community

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#### **PREAMBLE**

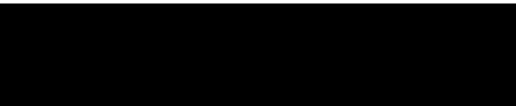
This Instruction is issued in accordance with the provisions of section 235B of the *Crimes (Administration of Sentences) Act 1999*. In the case of persons employed at managed correctional centres, this Instruction constitutes a direction given under section 241(2) of the *Crimes (Administration of Sentences) 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 26/2021 "Novel Coronavirus (COVID-19) Interim Measure –Temporary suspension of all group programs delivered by Offender Services and programs staff and/or External Facilitators in the community," is rescinded and replaced by this Commissioner's Instruction.

To continue to effectively manage offenders in the community, this Commissioners Instruction allows for the resumption of face to face group programs in both Community Corrections Offices and residential facilities.

From 31 January 2022, these programs can be delivered by Offender Services and Programs (OS&P) staff and/or external facilitators. All CSNSW staff, external facilitators and participants are required to follow all relevant protocols to mitigate risk of transmission of COVID 19, as set out in the OS&P Risk Assessment Report for each Community Corrections office, as well as the local COVID 19 Safety Plans.



Kevin Corcoran  
Commissioner  
28 January 2022





## 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.

[REDACTED]

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

[REDACTED]





## Commissioner's Instruction

No: 07 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Update Management of inmate escorts for court locations**

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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 58/2020 *Interim Measure – Management of Inmate Escorts for Court Locations*, is rescinded and replaced by this Instruction.

Correctional Centre and Court Escort Security Unit (CESU) Officers must ensure a 'Court Attendance Checklist' is completed for every inmate being escorted from a correctional centre to attend court.

All inmates must be screened and subject to a Rapid Antigen Test (RAT) by a Justice Health & Forensic Mental Health (JH&FMHN) Nurse or Health provider in a privately managed centre prior to departure.

All inmates must be screened by a JH&FMHN Nurse or Health provider in a privately managed centre on return from a court escort.

Health screening by a JH&FMHN Nurse or Private Health Provider will be conducted either the night before, or on the day of the court escort. The health screening documentation will be attached to the court attendance checklist and be handed to the CESU Officer prior to departure from the centre.



The steps involved in completing the checklist are:

- Section 1 'Inmate Departure Details' - This section is to be completed by the reception room officers prior to the inmate leaving the centre.
- Section 2 'Questionnaire' – This section is to be completed by the escorting CESU officers or OIC of the escort, prior to leaving the court cell location.
  - If the CESU officer ticks 'YES' to question 2.2 in this section, they are to contact the receiving centre and inform them that the inmate will require isolating due to being 'Suspected COVID-19'.
- Section 3 'Inmate Arrival Details' – this section is to be completed by the reception room officers of the receiving correctional centre.

All inmates in the reception/Intake area are required to wear a surgical mask.

Any CSNSW or other staff in direct contact with an inmate whilst in a court location must be wearing the appropriate level of PPE as per the current Commissioner's Instruction. If any person requiring contact with an inmate does not have appropriate PPE, CESU Officers will provide it to them.

All inmates in a court cell location or who are attending court where there is no barrier between them, and the public are required to wear a surgical mask.

If an inmate displays any COVID-19 signs or symptoms e.g. Fever  $\geq 37.5^{\circ}\text{C}$  or history of fever (e.g. night sweats, chills) or any acute respiratory infection symptoms (e.g. sore/scratchy throat, cough, shortness of breath) or loss of smell or loss of taste, they are to be immediately be isolated and managed as a suspected COVID-19 inmate.

[REDACTED]

**Kevin Corcoran PSM**  
**Commissioner**  
**13 February 2022**

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]







## Commissioner's Instruction

No: 08 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Temporary restrictions on entry to correctional centres

#### **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 below measures are designed to reduce the number of people regularly attending correctional centres at this time.

Effective 7 January 2022, the following temporary restrictions will apply to all correctional centres:

#### **CSNSW STAFF ATTENDING CORRECTIONAL CENTRES**

**Staff not normally based in Correctional Centres must not attend Correctional Centres in person at this time.**

- This does not restrict the normal activities of:
  - Court Escort Security Unit
  - Medical Escort Unit staff
  - Security Operations Group emergency response
  - Technical Security Unit staff performing urgent repairs
  - Corrective Services Industries drivers
  - PSA Executive who cannot conduct briefings or meetings remotely.
  - CSNSW Executive who are required to attend centres
- Community Corrections staff routinely required to attend correctional centres are asked to preference AVL but where this is not feasible and all other options have been exhausted staff must continue to complete service delivery face to face with appropriate PPE and COVID-19 screening precautions.



- Key oversight functions such as OPRB Monitors and CSNSW Investigations Branch are essential and are exempt from this requirement however must comply with all COVID-19 screening requirements.

**Staff meetings and briefings are to be facilitated via video or telephone conference.**

### **THIRD PARTY SERVICE PROVIDERS**

All group-based face to face activities delivered in correctional centres by third-party external providers are temporarily suspended until further notice, **with the exception of** LSC Psychology, and TAFE NSW, BSI learning and Registered Training Organisations contracted by CSNSW to provide education and vocational training activities that were in place prior to COVID 19 restrictions)

### **CHAPLAINS**

- Chaplains are permitted to enter but they are not to conduct group-based activities.
- Chaplains who work in an external high-risk setting, such as a hospital or aged care homes, are restricted from entering NSW Correctional Centres in person. AVL options should be explored in this circumstance.
- Chaplains who work at multiple correctional centres, including correctional centres situated on the same correctional complex, **may only enter one correctional centre per day** and must comply with all relevant COVID-19 screening and PPE requirements.

### **CONTRACTORS**

Only external contractors performing critical work such as medical/mental health care, essential logistics, essential infrastructure installations, maintenance and emergency building works will be permitted entry to correctional centres.

All essential people entering CSNSW correctional centres must comply with current conditions of entry and Public Health Orders.

Exemptions to the requirements outlined may be provided by the Assistant Commissioner Custodial Corrections.

These measures will be reviewed regularly and updated as required.

[REDACTED]  
Kevin Corcoran PSM  
Commissioner

1A February 2022

[REDACTED]







## Commissioner's Instruction

No: 09 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Update to Minimum PPE Requirements

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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 01/2022 'Update to Personal Protective Equipment (PPE) Requirements' – Statewide RED Zone is rescinded and replaced by this Commissioner's Instruction.

Until further notice, the following minimum PPE requirements will apply to our workplaces:

#### **RED ZONES**

People working in the following areas with inmate/offender contact must abide by the red zone PPE requirements:

##### **Red zone areas**

- All Court and Police Cells.
- Reception areas of centres that receive fresh custody inmates, inmates going into quarantine, isolation or staging inmates.
- All quarantine/isolation/staging areas.
- All inmate escorts where the inmate is from a red zone area (both Medical Escorts Unit and the Court Escort Security Unit transfers).
- Areas on high alert or experiencing outbreaks as directed by the CSNSW COVID 19 Command Post.



## Red zone PPE

P2/N95 mask

**AT ALL TIMES**



Face shield/safety goggles\*

**AT ALL TIMES**



Disposable gloves

**ONLY** when coming into direct physical contact with an inmate or in COVID 19 isolation area



Long sleeve gown

**ONLY** when coming into direct physical contact with an inmate or in COVID 19 isolation area



\*prescription glasses are not sufficient

Gowns and gloves are required and must be worn in COVID 19 isolation areas.

For other Red Zone areas, gloves and gowns are only required when staff are likely to come into direct physical contact with suspected or confirmed COVID 19 positive inmates in Red Zones. E.g. if direct physical contact or use of force is likely, gloves and gowns should be donned.

## ORANGE ZONES

People working in the following areas with inmate/offender contact must abide by the Orange zone PPE requirements:

### Orange zone areas

- People who work where offenders/inmates are located and are NOT in a RED ZONE
- If a COVID 19 positive inmate is detected and/or an outbreak is declared staff will be required to revert to Red Zone PPE as directed by the Command Post.

### Orange zone PPE:

Surgical mask (at a minimum)

**AT ALL TIMES**



## STAFF WORKING IN OFFICE BASED SETTINGS WITHIN CORRECTIONAL CENTRES

Surgical mask (at a minimum)





## **STAFF WORKING IN OFFICE BASED SETTINGS OUTSIDE OF CORRECTIONAL CENTRES (Corporate offices, administration buildings – with NO inmate contact)**

MASKS are optional where social distancing can be maintained.

In all cases where physical distancing is not possible, such as kitchens, lunchrooms and lifts, masks must be worn.

Maintain physical distance when in meeting rooms and you should keep a mask on you at all times in case you find yourself in a situation where you can't maintain 1.5m physical distance.

## **STAFF PERFORMING HOSPITAL GUARD DUTIES (For the duration of the escort)**

If staff are escorting an inmate from a RED ZONE or an inmate who is suspect or confirmed COVID 19 positive RED Zone PPE applies:

**P2/N95 mask  
AT ALL TIMES**



**Face shield/safety goggles\*  
AT ALL TIMES**



\*prescription glasses are not sufficient.

If staff are escorting inmates from an Orange Zone then orange Zone PPE applies – unless the hospital required a higher level of PPE.

### **Orange zone PPE**

**Surgical mask (at a minimum)  
AT ALL TIMES**



## **PPE REQUIREMENTS FOR INMATES**

Inmates are to be issued surgical face masks if managed in isolation or in the Field Hospital.

Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit are to be issued with surgical face masks anytime they are out of cell.

All inmates moving through a correctional centre reception room/intake, on escort and attending court are to be issued a surgical face mask from the departing centre.

All inmates must be provided the opportunity and encouraged to wear a surgical mask when being escorted or moving around a correctional centre, including when attending clinic areas.



Red Zone inmate hygiene crews must continue to wear Red Zone PPE.  
All other inmate hygiene crews must wear the same PPE level in line with centre requirements.

### **PPE REQUIREMENTS FOR VISITORS/CONTRACTORS/THIRD PARTIES**

Contractors, third parties and official visitors entering correctional centres have the same requirements as staff.

### **PPE REQUIREMENTS FOR INMATE SOCIAL VISIT AREAS**

During an inmate social visit, all inmates and visitors are required to wear the same PPE as required for that centre for the duration of the visit.

### **SUPPLY OF FACE MASKS**

Only face masks procured through Corrective Services Industries (CSI) are approved to be worn by staff, inmates, and visitors.

Existing supplies of surgical face masks held by correctional centres and other locations will continue to be supplemented by the centralised PPE procurement process.

COVID 19 Liaisons and Managers are to ensure they regularly monitor stock and submit PPE orders as required to [REDACTED]

### **FACE MASK EXEMPTIONS**

Exemptions to wearing a face mask or wearing a CSNSW/CSI supplied face mask may apply in circumstances where a staff member is unable to wear a mask due to a medical or other identified condition.

If you are unable to wear a facemask due to a physical or medical condition, or disability, you need to speak with your manager and a risk assessment must be undertaken.

[REDACTED]

Kevin Corcoran PSM  
Commissioner

25 February 2022

[REDACTED]







## Commissioner's Instruction

No: 2022/10

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Resumption of Family and Friends Visits – Phase 1**

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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 03/2022 *Interim Measure – Visits Suspension*, is rescinded and replaced by this Instruction.

From 3 March 2022 until further notice, in person visits to correctional centres and transitional centres will resume in accordance with the requirements set out in this Commissioner's Instruction.

In person social visits to all correctional, residential and transitional centres will be subject to the following conditions:

#### **STANDARD CONDITIONS FOR VISITS (All Phases)**

- Visitors and inmates must wear surgical masks for the duration of the visit.
- Inmates must be at least double vaccinated at least two weeks before the date of the visit.
- Unless directed to by a CSNSW Officer or in circumstances where there is an obvious and urgent medical reason, the deliberate removal of a face mask by a visitor aged 16 years or over old will result in the immediate termination of the visit.
- CSNSW staff are to continue to comply with PPE as per Commissioner's Instruction 09/2022 when interacting with inmates and visitors.
- Permissible contact is a short embrace at the beginning and end of the visit. Physical distancing applies at all other times. Children aged 16 years and above are to remain with the visitor parent/carer.



- No food or drinks are allowed in the visits area and all playgrounds are to remain closed.
- Visitors and inmates must sanitise or wash hands prior to the start of the visit and at the end of the visit once masks are removed.
- The visits area must be cleaned after each session with a cleaning register displayed.
- All visits must comply with the 4 square metre density rule
- A COVID-19 positive inmate, an inmate who is in quarantine or clinical isolation, or who is not double vaccinated, is not eligible for an in-person visit.
- Visitors must display proof of vaccination status during screening prior to the visit
- Any visitors with a medical contraindication or exemption regarding vaccination or wearing of masks will not be permitted entry at this time.
- For centres with current outbreaks, a plan re visits will be developed in conjunction with the Command Post and Population Health.

#### **PHASE 1 SPECIFIC CONDITIONS:**

- Maximum of two visitors per inmate (two adults or one adult/and one child aged 16 and over).
- Visitors must be at triple vaccinated at least three days before the date of the visit.
- Visitors to submit to Rapid Antigen Screening onsite prior to entry to the Correctional Centre.
- Outside visiting areas are to be utilised for visits (depending on infrastructure).
- Visitors and inmates are required to wear surgical masks for the duration of the visit.
- Visits will run for a maximum of 30 minutes and must be pre-booked.

Video visits will continue to be available at each correctional centre.

Any changes to these conditions or progression to the next phase of the resumption of in person social visits will be made by way of a new Commissioner's Instruction, once Phase 1 has been reviewed.

#### **Visitor screening and temperature checks**

Every visitor will be temperature checked prior to entry. If the visitor records a temperature of 37.5 degrees Celsius or higher, they will not be permitted to enter. Every visitor must be screened by a screening officer and must:

- Provide proof of triple COVID-19 vaccination (paper or digital) Medicare vaccination certificate, digital Service NSW vaccination certificate.
- Advise if they are experiencing any COVID-19 symptoms.





Visitors must NOT be permitted to enter a NSW Correctional Centre for an In Person Visit under Phase 1 if they:

- are under the age of 16 years.
- have COVID-19 symptoms.
- refuse a Rapid Antigen Screening test at the point of entry.
- or anyone they have travelled with and are intending to visit with, test positive on the RAS test.
- have been exposed to COVID-19 unless they have completed their self-isolation and testing requirements. People who have had high risk exposures should not enter high risk settings for at least 14 days since their exposure to a COVID 19-positive person.
- are waiting for a COVID-19 test result.
- have been overseas in the previous 14 days, unless they are:
  - fully vaccinated, it has been at least 7 days after arrival, and they have received a negative rapid antigen test 6 days or later after arriving in NSW.

Visitors that refuse to answer any screening question or who cannot provide acceptable evidence of triple vaccination will not be permitted to enter.

A Local Operating Procedure will set requirements for screening officers.

### **Signage**

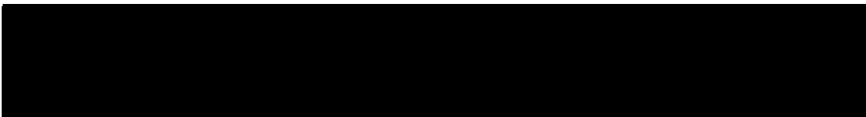
Correctional centres are to display COVID-Safe signage in and around the visits area.

### **Visitor restrictions**

Existing processes will apply to restrictions or prohibitions for visits. Failure to adhere to the requirements set out in this Commissioner's Instruction may result in restrictions or prohibitions being imposed on an inmate or visitor by local authorised officers.



Kevin Corcoran  
Commissioner  
3 March 2022







## Commissioner's Instruction

No: 11 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Updated Temporary Restrictions on entry to Correctional Centres

#### 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 08/2022 Novel Coronavirus (COVID-19) Interim Measure – *Temporary Restrictions on entry to Correctional Centres* is rescinded and replaced by this Commissioner's Instruction 11/2022.

The below measures are designed to reduce the number of people regularly attending Correctional Centres unnecessarily at this time.

Effective from 10 March 2022, the following temporary restrictions will apply to all correctional centres:

#### CSNSW STAFF ATTENDING CORRECTIONAL CENTRES

**Staff not normally based in correctional centres must not attend Correctional Centres in person at this time.**

- This does not restrict the normal activities of:
  - All Security & Intelligence business units as required for specialised functions.
  - Court Escort Security Unit.
  - Medical Escort Unit Staff.
  - Security Operations Group.
  - Corrections Intelligence Group.



- Technical Security Unit Staff performing repairs.
- Corrective Services Industries drivers.
- PSA Executive who cannot conduct briefings or meetings remotely.
- Key oversight functions such as OPRB Monitors and CSNSW Investigations Branch.
- CSNSW Executive, Managers and Business Managers Operations with regional responsibilities who are required to attend centres.
- Brush Farm Corrective Services Academy (BFCSA) staff and OS&P staff to conduct staff training as required.
- Staff delivering projects and initiatives connected to the Reducing Reoffending Strategy.
- Community Corrections staff who are required to complete COVID-Safe face to face interviews.
- Regional Aboriginal Programs Officers (RAPO).
- Statewide Program Development and Integrity Staff.
- Victims Support staff who are required to complete COVID-Safe face to face interviews.
- Essential POVB meetings that cannot be done via video or telephone.

**Where possible staff meetings and briefings are still to be facilitated via video or telephone conference.**

### **THIRD PARTY SERVICE PROVIDERS**

Third Party Service Providers, including external service providers are now permitted entry to correctional centres to deliver individual and group-based face to face service-related activities.

### **CHAPLAINS**

Chaplains Assistants & Religious Visitors are now permitted entry to correctional centres

Chaplains, and Religious Visitors are permitted to conduct COVID-Safe group-based activities within correctional centres.

Chaplains, Chaplains Assistants and Religious Visitors who work at multiple correctional centres, including correctional centres situated on the same correctional complex, may only enter one correctional centre per day.

Chaplains working in high-risk areas such as hospitals or aged care facilities are permitted to attend one designated correctional centre only until further notice.





## CONTRACTORS

External contractors are now permitted entry to correctional centres, including correctional centres situated on the same correctional complex, **may only enter one correctional centre per day** to perform all types of works.

## GENERAL

All third parties and Chaplains, Chaplains Assistants and Religious Visitors entering and CSNSW or Privately Operated correctional centres as outlined in this Commissioner's Instruction must comply with current conditions of entry, including current PPE, proof of vaccination status and Rapid Antigen Screening requirements and must not be permitted entry if:

1. They have COVID-19 symptoms
2. They are a high-contact and have not been cleared to return to work by their manager/supervisor.
3. They have returned from overseas and have not been cleared to return to work by their manager/supervisor.
4. They are not fully vaccinated against COVID-19 (at least two doses).

Exemptions to the requirements outlined in this Commissioner's Instruction will be considered and if approved, provided by the Assistant Commissioner Custodial Corrections following review by the Command Post.

These measures will be reviewed regularly and updated as required.

[REDACTED]  
Kevin Corcoran PSM  
Commissioner

29 March 2022





## Commissioner's Instruction

No: 12 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Return of External Leave Programs (ELP) – Stage 1

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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 17/2021 'Suspension of inmate external leave programs and work activities' is rescinded and replaced by this Commissioner's Instruction.

The *Crimes (Administration of Sentences) Act 1999* makes provision under section 6(2) and section 26 for inmates in a range of circumstances to be temporarily absent from a correctional centre or correctional complex.

As of 16 March 2022, the following external activities and programs facilitated under section 6(2)(c) and section 26 of the *Crimes (Administration of Sentences) Act 1999* are permitted to recommence subject to a number of risk mitigation strategies in response to COVID-19:

Stage 1:

- Work Release Program, section 6.2 off complex.

The following inmate external leave programs **remain suspended** at this time:

Stage 2 & 3:

- All day and weekend leave.
- All education and training outside the correctional complex.
- Relevant activities undertaken by Stage 2 inmates at the Compulsory Drug Treatment Centre under the provisions of section 106D(3).





Each Correctional Centre that normally operates inmate external leave programs, Transitional Centres and the Compulsory Drug Treatment Centre are required to implement the below COVID 19 risk mitigation strategies for their external leave program in addition to their existing pandemic plan. The updated pandemic plan and COVID-19 Workplace Safety Plan must be reviewed and approved by the Governor or Manager of Security of the correctional centre prior to recommencement of the external leave activity.

Standard COVID 19 Risk Mitigation strategies for ELP:

- Inmates engaging in ELP must be fully vaccinated (Population Health currently define 'fully vaccinated' as a person who has received at two doses of the vaccine. In the future, and if the third dose of vaccine is made mandatory, the terminology 'fully vaccinated' will reflect the current mandated requirement).
- Inmates engaging in ELP must undertake a Rapid Antigen Screening (RAS) test prior to leaving the correctional centre.
- RAS testing in the first instance should be facilitated by Justice Health & Forensic Mental Health Network staff locally. If JH&FMHN or private provider health staff are not able or available to test inmates for the purposes of the ELP, CSNSW/private provider staff trained in the supervision of RAS, can supervise those inmates self-administering the RAS test, whilst wearing full Red Zone PPE.
- Any inmate returning a positive result to a RAS must be isolated by centre staff until JH&FMHN or private health provider can review the inmate.
- If testing cannot be undertaken, inmates cannot depart from the centre to participate in the ELP.
- Where possible, utilise a wing/honour house specifically for external leave inmates and remove/minimise opportunities for external leave inmates to associate with non-external leave inmates.
- ELP inmates will wear face masks, when moving through the centre, and particularly when in contact with any other inmates not living inside their unit.
- If an inmate is suspected to have COVID-19, an isolation placement is required until cleared by JH&FMHN or private health provider.
- Any ELP inmate regressed in classification, should be monitored for COVID 19 symptoms, given their potential exposure in the community as part of the ELP.
- All ELP inmates who may be transferred to another centre following classification regression will be RAS tested prior to transfer as per existing procedure.
- Inmates participating in the ELP to be accommodated together (if possible) and away from other large accommodation areas in order to mitigate risk of transmission, this might also include one-out cell placement if required.
- Temperature testing and screening for symptoms to be undertaken prior to leaving the centre and upon return from external leave activities for all inmates.
- The employer must advise the correctional centre staff if any person at the workplace is isolating due to being a close contact or has tested positive to COVID 19.
- Correctional centre staff must provide inmates with surgical masks for use on either public transport or when being transported by CSNSW to and from work locations.

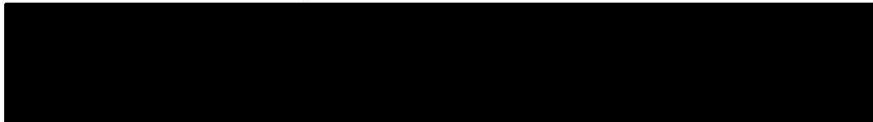


- Inmates participating in the ELP must adhere to all hand hygienic protocols and physical distancing in the correctional centre and work location.
- Employers must provide approved COVID 19-Safe plans to the External Electronic Monitoring Group prior to the commencement of the ELP activity. A copy of this COVID 19-Safe plan is to be provided to the centre.

CSNSW reserves the right to suspend inmate external leave activities in response to any operation or COVID 19 related issues or risks identified. CSNSW will consult with NSW Health regarding COVID 19 prevalence in the community and any risk this may pose to ELP activities across the state.



Kevin Corcoran PSM  
Commissioner  
16 March 2022







## Commissioner's Instruction

No: 2022 / 13

### For the information of all CSNSW staff

**Subject:** Cessation of COVID-19 emergency release provisions

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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 48/2021 will be rescinded on 26 March 2022.

In 2020, emergency provisions were inserted into the *Crimes (Administration of Sentences) Act 1999*. The provisions allow the Commissioner to order parole for certain offenders who would not otherwise be eligible for parole, for reasons arising from the COVID 19 pandemic.

The emergency provisions are due to expire on 26 March 2022 and will not be extended. On that date, all materials related to the provisions will be removed from the intranet, and no further action will be required by CSNSW staff. Any references to this legislation and the provisions in other documents, including Commissioner's Instructions are now null and void.

From 26 March 2022, staff may respond to enquiries about the provisions by indicating that they have expired.

[REDACTED]  
**Kevin Corcoran**  
**Commissioner**  
28 March 2022

[REDACTED]





## Commissioner's Instruction

No: 14/2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Updated criteria for entry into Correctional Centres, Correctional Complexes and other CSNSW locations

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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 53/2021 'Criteria for entry into correctional centres, correctional complexes and other CSNSW locations' is rescinded and replaced by this Commissioner's Instruction. This instruction sets out the requirements for the entry of staff and visitors into correctional centres / complexes and other CSNSW work locations.

### **Entry Requirements**

All persons entering correctional centres / complexes and other CSNSW work locations must:

- Provide relevant personal details to assist with contact tracing where required.
- Comply with COVID-19 vaccination requirements and provide proof of vaccination.
- Comply with Rapid Antigen Screening (RAS) testing, where implemented.
- Visitors and all staff will be provided with the appropriate PPE in accordance with CI 09/2022.

Any person who meets one or all of the following screening criteria will be refused entry to a work location:

For staff;

- If they are experiencing any COVID-19 symptoms
- If they have been a high-risk contact and have not been cleared to return to work by their Manager
- If they have returned from overseas and have not been cleared to return to work by their Manager
- If they are not fully vaccinated against COVID-19 as per the DCJ COVID-19 Vaccination Policy.

For visitors entering correctional centres, correctional complexes or other high-risk locations:

- If they are experiencing COVID-19 symptoms
- Who refuse a Rapid Antigen Screening test at the point of entry
- Anyone they have travelled with and are intending to visit with, test positive on the RAS test
- Have been exposed to COVID-19, unless they have completed their self-isolation and testing requirements. People who have had high risk exposures (in accordance with Health Guidelines) must not enter high risk settings for at least 14 days since their exposure to a COVID-positive person.
- Are waiting for a COVID-19 test result.
- Have been overseas in the previous 14 days, unless they are:
  - fully vaccinated, it has been at least 7 days after arrival, and they have received a negative rapid antigen test 6 days or later after arriving in NSW
- If they are not vaccinated against COVID-19.

### **Temperature checks**

In addition to the above entry requirements, all persons entering a correctional centre/complex, court cell complex, Community Corrections office or residential housing facility must be temperature tested.

Where a person's temperature is recorded at or exceeds the Justice Health and Forensic Mental Health Network (JH&FMHN) recommended temperature of 37.5°C is required to:

- Wait 15 minutes and submit to a retest using a handheld non-contact thermometer.
- If a result is at or exceeds the recommended temperature, managers are to complete the form COVID-19: Employees asked to leave the workplace. The staff member is to leave the workplace immediately, return home and make contact with their GP. If a visitor/contractor/third party's subsequent result is at or exceeds the recommended temperature, they must be asked to leave, not return to any CSNSW

location if displaying any symptoms and advised to seek medical advice.

The officer in charge of a correctional centre, court location or community corrections office where a thermal camera is installed, must ensure these devices remain operational and used correctly.

### **Vaccination Requirements**

#### **Vaccination status – Third party providers, Contractors and Professional Visitors**

All Third Party Providers, Contractors and Professional Visitors must have two doses of an approved COVID-19 vaccination and provide evidence of vaccination to enter CSNSW locations and Privately Managed Correctional Centres.

#### **Vaccination status – Employees of CSNSW and Privately Managed Correctional Providers**

As per the DCJ COVID-19 Vaccination Policy, all DCJ employees must be vaccinated against COVID-19. Commissioner's Instruction 51/2021 sets out this requirement.

#### **Vaccination status – Social Visitors**

- Children under 5 years old are not required to be vaccinated.
- Visitors aged between 5-11 years old must have at least one dose of the vaccine prior to the visit (2 doses is strongly recommended).
- Visitors aged between 12-15 years old must have at least two doses of the vaccine prior to the visit.
- Visitors aged 16 and above must be triple vaccinated, with the third dose administered at least seven days before the date of the visit.

#### **Evidence of vaccination status:**

Proof of vaccination status must be provided, this includes:

- A vaccination certificate or other evidence from a vaccine provider
- An immunisation history statement from Medicare online or the Express Plus Medicare mobile App
- A statement of your vaccination history which you can request from the Australian Immunisation Register
- A record from a health practitioner, which includes a medical certificate
- Or a medical certificate confirming date of person's clearance from COVID-19 infection and exemption from testing for 12 weeks, as per the relevant Public Health Order
- Any social visitors with a medical contraindication or exemption regarding vaccination will not be permitted entry at this time.

CSNSW staff are to confirm their vaccination status via the ServiceNow intranet portal.

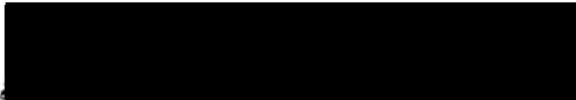


**Required action if a person fails to meet entry criteria**

Any person who refuses: to be temperature checked or undertake RAS testing; answer any screening questions; or provide evidence of vaccination status; is to be refused entry to the location.

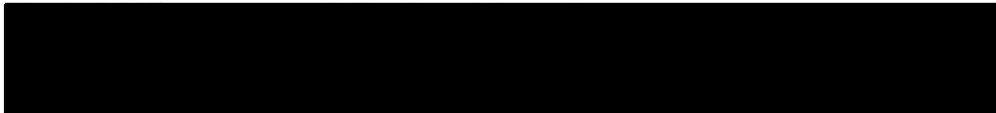
**Emergency Response Exemption**

Emergency personnel responding to a correctional Centre/complex emergency are exempt from screening conditions except for vaccination requirements (for example Security Operations Group (SOG), Fire Safety and Environmental Risk Management Unit (FSERMU), NSW Police, NSW Fire and Rescue, NSW Ambulance etc).



Kevin Corcoran PSM  
Commissioner

24 March 2022





## Commissioner's Instruction

No: 15/2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Resumption of Family and Friends In Person Visits – Phase 2

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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 2022/10 *Interim Measure – Resumption of Family and Friends Visits – Phase-1*, is rescinded and replaced by this Instruction.

From the week commencing 28 March 2022 until further notice, Phase 2 of the Resumption of Family and Friends Visits to correctional centres and transitional centres will continue in accordance with the requirements set out in this Commissioner's Instruction.

A COVID-19 positive inmate, an inmate who is in quarantine or clinical isolation, is not eligible for an in-person visit.

In person social visits to all correctional, residential and transitional centres will be subject to the following conditions:





## PHASE 2 SPECIFIC CONDITIONS:

- Visits will run for a maximum of 60 minutes and must be pre-booked.
- A maximum of three visitors per inmate including children of any age (three adults or one adult and two children or two adults and one child).
- The facility must ensure physical distancing is in place at all visits. All persons to observe 1.5m distancing.
- Visitors aged 16 and above must be triple vaccinated, with the third dose administered at least seven days prior to the date of the visit.
- Visitors aged between 12-15 years old must have at least two doses of the vaccine prior to the visit.
- Visitors aged between 5-11 years old must have at least one dose of the vaccine prior to the visit (2 doses are strongly recommended).
- Visitors aged 5 years and above are to undertake a Rapid Antigen Screening test onsite prior to entry to the Correctional Centre (if required, accompanying adult visitor to supervise testing of children aged 5 -11 years. Children aged 12-18 years old may administer the test themselves).
- Visitors under 5 years old are not required to be RAS tested, vaccinated or wear a surgical face mask.
- All visitors aged 5 years and above must wear surgical masks supplied by CSNSW for the duration of the visit.
- Movement between groups of visitors not permitted.

## STANDARD CONDITIONS FOR VISITS (All Phases)

- Visitors and inmates must wear a CSNSW supplied surgical face masks for the duration of the visit.
- Inmates must be at least double vaccinated – boosters to occur from 4 weeks of the second dose where practical.
- Unless directed to do so by a CSNSW Officer or in circumstances where there is an obvious and urgent medical reason, the deliberate removal of a face mask by a visitor aged over 12 years old will result in a warning around compliance. Visitors who continue to deliberately remove masks or refuse to wear them may have the visit terminated.
- CSNSW staff are to comply with PPE requirements as per CI 09/2022 when interacting with inmates and visitors.
- Permissible contact is a short embrace/hug at the beginning and end of the visit. Physical distancing (1.5 metres) applies at all other times. Children are to remain with the visitor parent/carer.
- No food or drinks are allowed in the visits area and all playgrounds are to remain closed at this time.
- Visitors and inmates must sanitise or wash hands prior to the start of the visit and at the end of the visit once masks are removed.
- The visits area must be cleaned after each session with a cleaning register displayed.





- Outside visiting areas are to be utilised for visits (depending on infrastructure).
- Visitors must provide proof of COVID-19 vaccination status (paper or digital), Medicare vaccination certificate, or digital Service NSW vaccination certificate during screening prior to the visit.
- Visitors may provide a medical certificate or Service NSW notice confirming the date of person's clearance from COVID-19 infection and exemption from testing for 12 weeks, as per the relevant Public Health Order.

For centres with current outbreaks, a plan regarding visits will be developed in conjunction with the Command Post and Population Health.

Video visits will continue to be available at each correctional centre.

Any changes to these conditions or the progression to an alternate phase of in person social visits will be made by way of a new Commissioner's Instruction once Phase 2 has been reviewed.

### **Visitor screening and temperature checks**

Every visitor will be temperature checked prior to entry. If a visitor records a temperature of 37.5 degrees Celsius or higher, they will not be permitted to enter the Correctional Centre. Every visitor must be screened by a screening officer and must advise staff if they are experiencing any COVID-19 symptoms.

**Visitors are NOT permitted to enter a NSW Correctional Centre for an In Person Visit if they:**

- Have any COVID-19 symptoms.
- Refuse a Rapid Antigen Screening test at the point of entry.
- If anyone they have travelled with and are intending to visit with, tests positive on a RAS test.
- Have been exposed to COVID-19, unless they have completed their self-isolation and testing requirements. People who have had high risk exposures (in accordance with Health Guidelines) must not enter high risk settings for at least 14 days since their exposure to a COVID 19-positive person.
- Are awaiting a COVID-19 test result.
- Have a medical contraindication certificate or exemption regarding the vaccination, or the wearing of face masks.
- Have been overseas in the previous 14 days, unless they are:
  - fully vaccinated, it has been at least 7 days after arrival, and they have received a negative rapid antigen test 6 days or later after arriving in NSW.



Visitors who refuse to answer any screening question or who cannot provide acceptable evidence of triple vaccination will not be permitted to enter.

A Local Operating Procedure will set requirements for screening officers.

### **Signage**

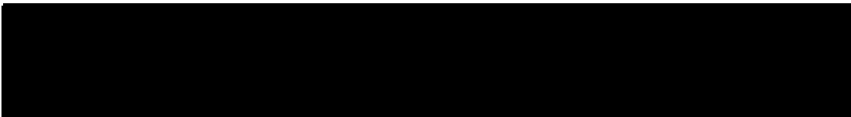
Correctional centres are to display COVID-Safe signage in and around the visits area.

### **Visitor restrictions**

Existing processes will apply to restrictions or prohibitions for visits. Failure to adhere to the requirements set out in this Commissioner's Instruction may result in restrictions or prohibitions being imposed on an inmate or visitor by local authorised officers.



Kevin Corcoran  
Commissioner  
29 March 2022







## Commissioner's Instruction

No: 16 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure** – Confirmation of authority regarding return to work following contact tracing in custodial environments

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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 36/2021 *Interim measure – Confirmation of authority regarding return to work following contact tracing in custodial environments* is rescinded and replaced by this instruction.

The following Commissioner's Instruction outlines the COVID-19 contact tracing process as it applies to Corrective Services NSW staff who work in custodial settings.

As soon as the CSNSW Coronavirus Command Post is notified of positive case in a custodial setting they provide immediate support to the Governor/Manager of Security/Officer in Charge to commence the contact tracing process.

#### **Contact tracing process**

The Command Post works with local managers and CSNSW's assigned Population Health COVID-19 Coordinator to conduct the contract tracing process.

Due to the unique and high-risk nature of our workplaces, the advice provided by Population Health can differ to the advice provided in community settings and may be more cautious.

Staff presenting to testing clinics must identify that they work at a correctional facility and their test sample must be prioritised as per NSW Health guidance:

<https://www.health.nsw.gov.au/Infectious/covid-19/communities-of-practice/Pages/testing-prioritisation.aspx>

Note – if staff identify themselves as a close contact of a positive case at the time of testing, before Population Health make their assessment, they must consider whether the contact is classed as low, medium or high risk as per the NSW Health guidelines.

As per the Staff COVID-19 Public Health Management and Risk Matrix, for high-risk contacts, a 7-day isolation period is required from date of contact with the COVID-positive person, with the following testing regime on return to work:

- Isolate and get tested for COVID-19.
- Monitor for COVID-19 symptoms, even mild, and get Rapid Antigen Screening (RAS) tested again if symptomatic and notify your manager.
- A RAS test is to be completed again on day 6 after the last contact with a COVID-19 case.
- Exit isolation and return to work on day 7 only if tests are negative and you have no COVID-19 symptoms, even mild.

Local management are **to ensure strict implementation of the following return to work plan:**

1. Attend for supervised RAS tests, daily, at work prior to entry for the next 7 days.
2. Supervised RAS test to be undertaken twice in the same shift, if working more than 10 hours. The second RAS test is to be completed midway between shifts for the next 7 days.
3. Wear a respirator (P2/N95 mask) at all times at work and avoid shared spaces, e.g. tea rooms, for the next 7 days.

NSW Health have expressly advised that CSNSW staff should follow the guidance of the assigned Population Health COVID-19 Coordinator, as they have specific information in relation to each event, understand the correctional environment, and are the correct group to complete these assessments.

All staff must adhere to the assessment made by Population Health and directions regarding isolation and safe return to work. These are communicated directly to staff via the Command Post on completion of contact tracing.

If you are impacted by a contact tracing process and have concerns about the assessment and directions you receive, please contact the Command Post to confirm.

[Redacted signature block]

**Kevin Corcoran PSM  
Commissioner**

14 April 2022

[Redacted text block]

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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.

[REDACTED]

Kevin Corcoran PSM  
Commissioner

14 April 2022

[REDACTED]

[REDACTED]



## Commissioner's Instruction

No: 18 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Return of External Leave Programs (ELP) – Stage 2**

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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 12/2022 'Return of External Leave Programs (ELP) – Stage1' is rescinded and replaced by this Commissioner's Instruction.

The *Crimes (Administration of Sentences) Act 1999* makes provision under section 6(2) and section 26 for inmates in a range of circumstances to be temporarily absent from a correctional centre or correctional complex.

As of 11 April 2022, the following external activities and programs facilitated under section 6(2)(c) and section 26 of the *Crimes (Administration of Sentences) Act 1999* are permitted to recommence subject to a number of risk mitigation strategies in response to COVID-19:

#### **Stage 2:**

- Work Release Program, section 6.2 off complex.
- All education and training outside the correctional complex.
- Relevant activities undertaken by Stage 2 inmates at the Compulsory Drug Treatment Centre under the provisions of section 106D(3) with the exception of social leave.





The following inmate external leave programs **remain suspended** at this time:

**Stage 3:**

- Social Leave activities / all day and weekend leave.

Each Correctional Centre that normally operates inmate external leave programs, Transitional Centres and the Compulsory Drug Treatment Centre are required to implement the below COVID 19 risk mitigation strategies for their external leave program in addition to their existing pandemic plan. The updated pandemic plan and COVID-19 Workplace Safety Plan must be reviewed and approved by the Governor or Manager of Security of the correctional centre prior to recommencement of the external leave activity.

Standard COVID 19 Risk Mitigation strategies for ELP:

- Inmates engaging in ELP must be fully vaccinated (three doses from 1 June 2022).
- Inmates engaging in ELP must undertake a Rapid Antigen Screening (RAS) test prior to leaving the correctional centre.
- RAS testing in the first instance should be facilitated by Justice Health & Forensic Mental Health Network staff locally. If JH&FMHN or private provider health staff are not able or available to test inmates for the purposes of the ELP, CSNSW/private provider staff trained in the supervision of RAS, can supervise those inmates self-administering the RAS test, whilst wearing full Red Zone PPE.
- Any inmate returning a positive result to a RAS must be isolated by centre staff until JH&FMHN or private health provider can review the inmate.
- If testing cannot be undertaken, inmates cannot depart from the centre to participate in the ELP.
- Where possible, utilise a wing/honour house specifically for external leave inmates and remove/minimise opportunities for external leave inmates to associate with non-external leave inmates.
- ELP inmates must wear face masks, when moving through the centre, and particularly when in contact with any other inmates not living inside their unit.
- If an inmate is suspected to have COVID-19, an isolation placement is required until cleared by JH&FMHN or private health provider.
- Any ELP inmate regressed in classification should be monitored for COVID 19 symptoms, given their potential exposure in the community as part of the ELP.
- All ELP inmates who may be transferred to another centre following classification regression will be RAS tested prior to transfer as per existing procedure.



- Inmates participating in the ELP to be accommodated together (if possible) and away from other large accommodation areas in order to mitigate risk of transmission, this might also include one-out cell placement if required.
- Temperature testing and screening for symptoms to be undertaken prior to leaving the centre and upon return from external leave activities for all inmates.
- The employer or educational facility must advise the correctional centre staff if any person at the workplace/educational place is isolating due to being a close contact or has tested positive to COVID 19.
- Correctional centre staff must provide inmates with surgical masks for use on either public transport or when being transported by CSNSW to and from work/appointment locations.
- Inmates participating in the ELP must adhere to all hand hygiene protocols and physical distancing in the correctional centre and work location.
- Employers must provide approved COVID 19-Safe plans to the External Electronic Monitoring Group prior to the commencement of the ELP activity. A copy of this COVID 19-Safe plan is to be provided to the centre.

CSNSW reserves the right to suspend inmate external leave activities in response to any operation or COVID 19 related issues or risks identified. CSNSW will consult with NSW Health regarding COVID 19 prevalence in the community and any risk this may pose to ELP activities across the state.

[REDACTED]  
**Kevin Corcoran PSM**  
**Commissioner**  
5 May 2022





## Commissioner's Instruction

No:19/2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Update to requirements for participating in COVID-19 screening at CSNSW workplaces**

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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 Instructions 59/2021 'Requirements for participating in COVID-19 screening at CSNSW workplaces' is rescinded and replaced by this Commissioner's Instruction. This Commissioner's Instruction sets out the requirements for Rapid Antigen Screening (RAS) testing for entry of staff, contractors and professional visitors into correctional complexes and other CSNSW work locations.

#### **Rapid Antigen Screening (RAS)**

Where RAS testing is in place, all staff/contractors/professional visitors seeking to enter a CSNSW work location or correctional complex must submit to Rapid Antigen Screening (RAS) and return a negative result. Staff who are working for longer than 10 hours are required to undertake a second RAS test.

Each work location, in consultation with the Command Post and relevant stakeholders, will determine the frequency, procedures and recording of RAS testing for surveillance testing and in response to outbreaks or significant events.



## **RAS Exemptions**

A person who has had a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for 12 weeks post recovery, regardless of symptoms (unless otherwise directed by NSW Health). When registering your RAS test through Service NSW, you will be issued a Service NSW notice that you can use as proof of exemption when entering CSNSW work locations.

Other RAS exemptions do exist if a person who is COVID-19 negative but tests positive on a RAS test and negative on a PCR test two consecutive times. These exemptions are reviewed and provided by the RAS team. In this case, the individual will be required to complete a weekly PCR test.

RAS qualified JH&FMHN and other Australian Health Practitioners Regulation Authority (AHPRA) registered staff are permitted to self-test from home and will be required to declare on entry that they have self-tested with a RAS and received a negative result.

### **CSNSW Work locations:**

All CSNSW work locations must adhere the following:

Where available, at home RAS testing must be undertaken by staff. On site RAS testing must also be accessible to facilitate the testing of staff/contractors/professional visitors, prior to entry into the workplace. A positive result will require the person to isolate in accordance with NSW Health guidelines. Managers may approve staff who have recovered from COVID-19 to return to work using the following advice:

- Staff who have recovered from COVID-19 may return to work once 7 days have passed from the date of the first positive COVID-19 test providing they:
  - Negative RAS test at 7 days and have no symptoms. If a RAS test is positive at 7 days, return to work once 10 days has passed from the date of the first positive COVID-19 test.
- Staff with persistent COVID-19 symptoms after 10 days that have not improved will need to be medically cleared prior to returning to work.
- Staff who have recovered from COVID-19 and are identified as a contact of someone with COVID-19 are not required to be tested or isolate for 12 weeks post recovery, regardless of symptoms.
- Staff who develop COVID-19 symptoms 12 or more weeks post recovery must be tested for COVID-19 and follow NSW Health guidelines.

If a person has been RAS tested at another CSNSW site within the last 24 hours and has evidence of this test, they are permitted to enter without another RAS test.

### Community Corrections office locations:

- A RAS test is required following an exposure to COVID-19 in the workplace as assessed by the COVID Risk Assessment Protocol (eg: a staff member has been assessed as a moderate or high risk.
- Or where the use of a RAS test is likely to assist in mitigating significant operational impacts.

If a staff member has flu-like symptoms, symptoms associated with COVID-19 or they have been exposed to a COVID-19 case, the staff member must undertake a RAS test immediately, speak with the Manager and comply with the guidelines of NSW Health. The staff member should then await further advice from the Manager in relation to work arrangements.

### Staff who have returned from overseas

- Staff who are 'up to date' with their COVID vaccination must return a negative RAT within 24 hours and on day 6 post arrival, have no COVID-19 symptoms and have approval from their manager to return to work.
- Work from home where practical for 6 days post arrival and can return to work with Manager's approval.
- However, a manager can approve return to work after 24 hours if:
  - The staff member has returned a negative RAT within 24 hours of arrival
  - The staff member has no COVID-19 symptoms
- The risk mitigation plan in place for the following 6 days which must include:
  - RAT daily prior to workplace entry
  - RAT twice if working more than 10 hours, second RAT midway through shift
  - Always wear a respirator (P2/N95 mask) and avoid shared spaces, e.g. tearooms and continue to monitor for COVID-19 symptoms.

[REDACTED]  
**Kevin Corcoran PSM**  
**Commissioner**  
**10 May 2022**

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]



## Commissioner's Instruction

No: 20/2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **COVID-Safe practices for face-to-face meetings, staff training and parades**

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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 66/2020 "*Novel Coronavirus COVID-19 Interim Measure - Brush Farm Corrective Services Academy – Increase of face-to-face training delivery*" is rescinded and replaced by this Commissioner's Instruction.

This Commissioner's Instruction provides COVID-Safe Practices for CSNSW locations to continue or resume face-to-face staff training and in-person meetings within all work locations. Additionally, it outlines COVID-Safe practices to adhere to during in-person ceremonies, parades, and other formal events at Brush Farm Corrective Services Academy (BFCSA) and custodial environments.

Key COVID-safe workplace measures will assist in your planning for safer work practices based on existing risk assessments, that is vital in reducing the risk of COVID-19 transmission within the workplace.

#### **FACE TO FACE STAFF MEETINGS AND TRAINING**

Managers will need to comply with their COVID-19 risk assessments to ensure the guidelines outlined are implemented for face-to-face



training/meetings to occur. Wherever possible, meetings and training should be held via online or telephone channels. This will support continued attendance for those who work remotely.

If face to face staff training or meetings occur, the following practices must be adhered to:

### **Standard Conditions for Face-to-face staff meetings and training**

- Ensure the workplace has a current COVID-19 Safety Plan.
- Face mask use is strongly encouraged for all attendees.
- Areas used for training and meetings must be cleaned and sanitised after use.
- Promote good hand, sneeze and cough hygiene.
- Hand sanitiser stations should be made available throughout the site. Staff attending training or a meeting are requested to sanitise their hands upon arriving.
- If the training/meeting is carried out in a location that requires temperature checking, staff must comply with this requirement.
- Where the training/meeting is happening at a location that requires Rapid Antigen Testing, the staff must comply with this requirement using the Home Test Kit. Currently at CSNSW Corporate Office locations, Rapid Antigen Testing is required of staff every second day.
- Staff working at Community Corrections locations are only required to undertake a Rapid Antigen Test following an exposure to COVID-19 in the workplace using the COVID Risk Assessment Protocol.

### **Specific conditions Staff meetings**

- Face to face meetings should have a limited timeframe.
- Hold essential face to face meetings in open areas if possible, or open windows or adjust air conditioning for more ventilation. Meeting rooms should be ventilated between use if possible.

### **Specific conditions Staff training**

- Limiting breaks to a maximum of 30 minutes is required to minimise the risk of transmission.
- Attendees are not to engage in training if they are experiencing any symptoms associated with COVID-19.
- Attendees are not to engage in training if they have had high risk contact with a COVID-19 case in the past 14 days unless the organiser approves their attendance.
- Training materials/copies etc. can be placed in advance on desks/tables prior to staff attending the training or the meeting where practicable.

## **CORRECTIONAL CENTRES, CORRECTIONAL COMPLEXES OR OTHER HIGH-RISK LOCATIONS**

In addition to the above COVID-Safe practices, all staff entering Correctional Centres, Correctional Complexes and other high-risk work locations must comply with CI 14/2022 (or any future CI that replaces It) which sets out the specific entry requirements to these work locations.

- Where training or meetings are conducted in correctional environments, staff and visitors attending must submit to a Rapid Antigen Screening (RAS) test, unless it has been completed previously as part of the daily routine for entering the centre.
- If the meeting or training is held at a correctional centre, staff and facilitators must adhere to PPE requirements as applicable.
- It is encouraged that parades at correctional centres are conducted in outdoor settings where possible. Staff attending the parades must follow existing risk mitigations for PPE within their centre.

## **IN-PERSON PARADES, CEREMONIES AND EVENTS AT BRUSH FARM:**

It is integral that the following safety measures be applied during events, parades and ceremonies to reduce the risk of transmission in a large setting. The Protocol Officer is responsible for ensuring compliance with all COVID-Safe guidelines:

- Ensure the COVID-19 Safety Plan is current and in place for BFCSA.
- Upon arriving at the site, all attendees (including community, family members and government personnel external to CSNSW) are temperature tested and asked screening questions. Where a person's temperature is recorded at or exceeds the recommended temperature of 37.5°C, the person will not be permitted entry.
- Staff undertaking initial temperature testing and screening of visitors are required to wear a surgical mask and practice good hand hygiene regularly.
- The ceremony is conducted outdoors.
- When outdoors, face masks are encouraged, and are made available by Brush Farm Academy.
- All staff preparing and distributing food to use gloves/masks and follow COVID-safe practices. Food is to be displayed and served in a manner which reduces likelihood of contamination. This means that some food can be displayed in a self-service buffet style setting if guests can individually access such without contaminating surrounding items.
- CSNSW staff attending a parade are to ensure that at-home RAS testing is conducted in the morning, with a negative result being

received. This negative result is to be shown when temperature tested.

- Event booklets are placed in a basket to be handed out to attendees.
- Hand sanitiser stations are made available throughout the site (including on the Parade Ground and Bistro). Attendees are requested to sanitise their hands upon arriving at the event and Bistro and are encouraged to do so upon departing (where possible).
- Strict cleaning regimes continue to apply to different areas across the site.



Kevin Corcoran PSM  
Commissioner  
12 May 2022







## Commissioner's Instruction

No: 21 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Update to Minimum PPE Requirements

#### 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 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 09/2022 'Interim Measure – Update to Minimum PPE Requirements' – is rescinded and replaced by this Commissioner's Instruction.

Until further notice, the following minimum PPE requirements will apply to CSNSW workplaces:

#### DEFINITIONS

Direct inmate contact – When a staff member is within 1.5m of an inmate or in the same small, enclosed area or during an aerosol generating event (coughing, spitting, yelling or use of force).

#### RED ZONES

People working in the following areas with inmates/offenders must abide by the red zone PPE requirements:

##### Red zone areas

- Reception areas of centres that receive fresh custody inmates, inmates going into quarantine, isolation or staging inmates.
- All quarantine/isolation/staging areas.
- All inmate escorts where the inmate is from a red zone area (both Medical Escorts Unit and the Court Escort Security Unit transfers)



- Areas on high alert or experiencing outbreaks as directed by the CSNSW COVID 19 Command Post
- All Court and Police Cells location staff – when in direct inmate contact

**Red zone PPE:**

**P2/N95 mask**

**Face shield/safety goggles**

**Disposable gloves**

**Long sleeve gown**

**AT ALL TIMES**

When in direct contact with an inmate or in COVID-19 isolation area

**AT ALL TIMES**

When in direct contact with an inmate or in COVID-19 isolation area

**ONLY**

When coming into direct physical contact with an inmate

**ONLY**

When coming into direct physical contact with an inmate



For Red Zone areas, gloves and gowns are only required when staff come into direct contact with suspected or confirmed COVID 19 positive inmates. E.g. if direct physical contact or planned use of force is likely then gloves and gowns should be donned.

When not in direct inmate contact, people working in RED ZONE areas are to adhere to ORANGE ZONE PPE requirements.

**ORANGE ZONES**

People working in the following areas with inmates/offenders must abide by the Orange zone PPE requirements:

**Orange zone areas**

- People who work where offenders/inmates are located and are NOT in a RED ZONE
- If a COVID 19 positive inmate is detected and/or an outbreak is declared staff will be required to revert to Red Zone PPE as directed by the Command Post.
- All court and police cells when not in direct inmate contact

**Orange zone PPE:**

**Surgical mask (at a minimum)**

**AT ALL TIMES**



## GREEN ZONES

People working in the following areas can follow Green zone PPE guidelines:

### Green zone areas

- People working in areas without direct inmate contact including office-based settings in correctional centres, community corrections offices, head office locations and administration buildings
- People working in correctional settings at all other times without direct inmate contact (excluding designated RED ZONE locations above)
- People working in large open outdoor spaces with or without direct inmate contact- such as ovals, exercise yards and outdoor worksites.

### Green zone PPE:

Surgical mask

**OPTIONAL**



People should have ease of access to PPE at all times even in Green Zones.

### STAFF PERFORMING HOSPITAL GUARD DUTIES (For the duration of the escort)

Staff escorting inmates must wear ORANGE ZONE PPE level as a minimum unless the inmate is from a RED ZONE area or is suspected to have COVID 19 or if the hospital requires a higher level of PPE.

### PPE REQUIREMENTS FOR INMATES

Inmates are to be issued surgical face masks if managed in isolation or in the Field Hospital.

Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit are to be issued with surgical face masks anytime they are out of cell.

All inmates moving through a correctional centre reception room/intake, on escort and attending court are to be issued a surgical face mask from the departing centre.

All inmates must be provided the opportunity and encouraged to wear a surgical mask when being escorted or moving around a correctional centre, including when attending clinic areas.

Red Zone inmate hygiene crews must continue to wear Red Zone PPE.





All other inmate hygiene crews must wear the same PPE level in line with centre requirements.

**PPE REQUIREMENTS FOR VISITORS/CONTRACTORS/THIRD PARTIES**

Contractors, third parties and official visitors entering correctional centres have the same requirements as staff.

**PPE REQUIREMENTS FOR INMATE SOCIAL VISIT AREAS**

During an inmate social visit, all inmates and visitors are required to wear ORANGE ZONE PPE as a minimum for the duration of the visit.

**SUPPLY OF FACE MASKS**

Only face masks procured through Corrective Services Industries (CSI) are approved to be worn by staff, inmates, and visitors.

COVID 19 Liaisons and Managers are to ensure they regularly monitor stock and submit PPE orders as required to [REDACTED]

All centres to retain all levels of PPE stock to ensure that in the event of an outbreak or increase in PPE requirements- the site can respond quickly and effectively. Managers are to ensure that people working in all areas should have access to all forms PPE.

**FACE MASK EXEMPTIONS**

Exemptions to wearing a face mask or wearing a CSNSW/CSI supplied face mask may apply in circumstances where a staff member is unable to wear a mask due to a medical or other identified condition.

If you are unable to wear a facemask due to a physical or medical condition, or disability, you need to speak with your manager and a risk assessment must be undertaken.

[REDACTED]

Kevin Corcoran PSM

Commissioner

23 May 2022

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]





## 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**

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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 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.

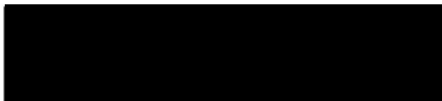
The use of approved mobile devices for making phone calls has been introduced in three stages:

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.

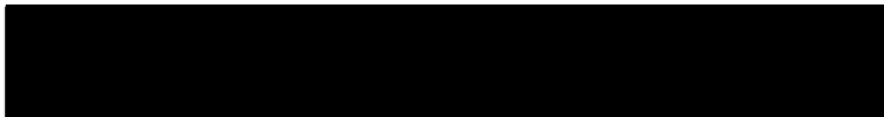
The authority under this instruction only applies to mobile devices/tablets, SIM cards, device charging stations and chargers that have been supplied by CSNSW expressly for inmates to use to conduct approved video visits and phone calls.

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**  
20 May 2022







## Commissioner's Instruction

No: 23 / 2022

### 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.

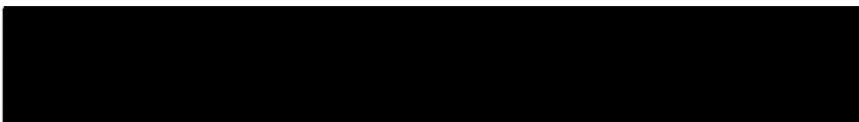
Isolation Hub officer/s must accompany the inmate, with the number of escorting officers determined by classification and risk assessment approved by Centre Management.

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**  
**Commissioner**  
May 2022







## Commissioner's Instruction

No: 24 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Updated criteria for entry into correctional centres, correctional complexes, other CSNSW locations and working across multiple locations

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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

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

- 52/2021 Novel Coronavirus (COVID-19) Interim Measure – Correctional Officers working across multiple locations,
- 11/2022 Novel Coronavirus (COVID-19) Interim Measure – Updated Temporary Restrictions on entry to Correctional Centres,
- 14/2022 Interim Measure – Novel Coronavirus (COVID-19) – Updated Criteria for entry into Correctional Centres, Correctional Complexes and other CSNSW locations, and
- 19/2022 Novel Coronavirus (COVID-19) Interim Measure – Update to requirements for participating in COVID-19 screening at CSNSW workplaces.

This instruction sets out the requirements to allow entry to correctional centres and all other CSNSW locations including privately operated centres.

Visitors attending correctional centres or complexes for the purpose of an in-person social visit must adhere to the entry/vaccination requirements as set in the current Commissioner's Instruction relating to the resumption of in-person visits.



## Entry Requirements

All persons entering correctional centres / complexes and other CSNSW work locations must:

- Provide relevant personal details to assist with contact tracing where required.
- Comply with COVID-19 vaccination requirements and provide proof of vaccination.
- Comply with all screening protocols where implemented.
- Comply with Rapid Antigen Screening (RAS) testing, where implemented.
- Visitors and all staff will be provided with the appropriate PPE in accordance with current PPE Commissioner's Instruction.

Any person who meets one or all of the following criteria must **not** enter a work location:

- If they are currently positive to COVID-19 and/or isolating under current health guidelines.
- If they are experiencing any COVID-19 symptoms unless medically cleared.
- If they have been advised by their manager or Health not to return to work.
- If they have returned from overseas and have not been cleared to return to work by their manager.
- If they are not vaccinated against COVID-19 as per the DCJ COVID-19 Vaccination Policy.
- If they refuse a Rapid Antigen Screening test where required.

## Rapid Antigen Screening (RAS)

- Where RAS testing is in place, any person seeking to enter a CSNSW work location or correctional complex must submit to RAS testing and return a negative result.
- Each CSNSW work location, in consultation with the Command Post and relevant stakeholders, will determine the frequency, procedures and recording of RAS testing.
- Where available, at home RAS testing must be undertaken by staff unless exempt by local management. All staff at home test results are to be verified prior to entry through the Pantonic portal only. Photos of completed tests emailed to managers cannot be verified and will not be accepted. Any staff unable to add a test result to the Pantonic portal must undertake a RAS test on site prior to entry.
- On site RAS testing must also be accessible to facilitate the testing of staff (supervised) testing, contractors/professional visitors, prior to entry into high-risk workplaces.
- Any person identified as high risk and approved to return to work must complete daily supervised RAS prior to entry and complete secondary RAS test if working more than 10 hours.



- Staff working in community corrections office locations are only required to RAS test following an exposure to COVID-19 in the workplace as assessed by the COVID Risk Assessment Protocol (e.g. a staff member has been assessed as a moderate or high risk) or where the use of a RAS test is likely to assist in mitigating significant operational impacts.
- If a person tests positive on RAS they must not enter a CSNSW work location and must follow current health advice.
- Local management must monitor and ensure compliance with RAS testing protocols.
- Local management is responsible for the ordering of RAS tests as required.

### **RAS Exemptions:**

- A person who has had a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for a set period as per health advice, regardless of symptoms (unless otherwise directed by NSW Health).
  - When registering your RAS test through Service NSW, you will be issued a Service NSW notice that you can use as proof of exemption when entering CSNSW work locations.
- Alternate RAS exemptions exist if a person who is COVID-19 negative but tests positive on a RAS test and negative on a PCR test three consecutive times. These exemptions are reviewed and provided by the RAS team. In this case, the individual will be required to complete a weekly PCR test.

### **Returning to work after a positive RAS:**

Managers can approve staff who have recovered from COVID-19 to return to work using the following advice:

- Staff who have recovered from COVID-19 can return to work once 7 full days have passed from the date of the first positive COVID-19 test.
- Staff with persistent COVID-19 symptoms after day 7 will need to be medically cleared prior to returning to work.
- Staff that have recovered from COVID-19 are exempt from COVID-19 testing for 12 weeks post recovery, regardless of symptoms.
- Staff who have recovered from COVID-19 and are identified as a contact of someone with COVID-19 are not required to be tested or isolate for 12 weeks post recovery.
- Staff who develop COVID-19 symptoms 12 or more weeks post recovery must isolate and be tested for COVID-19.

Staff working in Community Correction offices must follow the current NSW Health guidelines and have manager approval before returning after a positive RAS.





## **Temperature checks**

- All persons entering a correctional centre/complex, court cell complex, community corrections office or residential housing facility must be temperature tested.
- Where a person's temperature is recorded at or exceeds 37.5°C is required to:
  - Wait 15 minutes and submit to a retest using a handheld non-contact thermometer.
  - If the result still exceeds the recommended temperature, managers are to complete the form COVID-19: Employees asked to leave the workplace.
  - The staff member is to leave the workplace immediately, contact their GP and complete a COVID-19 test.
- If a visitor/contractor/third party's subsequent result is at or exceeds the recommended temperature, they must be asked to leave, not return to any CSNSW location if displaying any symptoms and advised to seek medical advice.
- The officer in charge of a correctional centre, court location or community corrections office where a thermal camera is installed, must ensure these devices remain operational and used correctly.

## **Vaccination Requirements**

- Employees of CSNSW and Privately Managed Correctional Providers must be vaccinated as per the DCJ COVID-19 Vaccination Policy.
- All Third-Party Providers, Contractors and Professional Visitors must be COVID-19 vaccinated as per CSNSW guidelines and provide evidence of vaccination to enter CSNSW locations and Privately Managed Correctional Centres.
- Third party providers, contractors and professional visitors with a valid COVID-19 medical contraindication exemption will be permitted entry and must provide proof of an existing medical contraindication.

### **Evidence of vaccination status**

Proof of vaccination status must be provided, this includes:

- An immunisation history statement from Medicare online, the Express Plus Medicare mobile App or Service NSW App.
- A statement of vaccination history from the Australian Immunisation Register.

CSNSW staff are to upload their vaccination status via the ServiceNow intranet portal.

### **Vaccination exemptions**



- A person with a valid COVID 19 medical contraindication exemption will be permitted entry and must provide proof of an existing medical contraindication.
- An acceptable proof of a 'Medical contraindication' will be:
  - A copy of the immunisation history statement.
  - COVID-19 digital certificate. In the case where the medical contraindication is for a temporary period of time, the COVID-19 digital certificate will show a "Valid to" date.
  - People who have recently contracted COVID-19 may defer their vaccination for up to 3 months. In such cases, visitors must provide a current temporary medical contraindication with the "Valid to date" on their COVID-19 digital certificate.

### **Staff who have returned from overseas**

- Staff must return a negative RAS within 24 hours and on day 6 post arrival, have no COVID-19 symptoms and have approval from their manager to return to work.
- Work from home (where practical) for 6 days post arrival and can return to work with Manager's approval.
- However, a manager can approve return to work after 24 hours if:
  - The staff member has returned a negative RAS within 24 hours of arrival
  - The staff member has no COVID-19 symptoms
- The risk mitigation plan in place for the following 6 days must include:
  - Daily RAS prior to workplace entry
  - Second RAS during shift if working more than 10 hours
  - Always wear a respirator (P2/N95 mask) and avoid shared spaces, e.g. tearooms and continue to monitor for COVID-19 symptoms.

### **Requirements for personnel working across multiple locations**

All CSNSW staff, third party providers, contractors and professionals who are required to work across multiple sites must adhere to RAS testing and all other entry requirements at the site they are entering. RAS test results remain valid across multiple sites and must be produced upon request.

### **Required action if a person fails to meet entry criteria**

Any person who refuses to be temperature checked, undertake RAS testing, answer any screening questions, or provide evidence of vaccination status is to be refused entry to the location.



## Emergency Response Exemption

Emergency personnel responding to a correctional Centre/complex emergency are exempt from screening conditions (for example Security Operations Group (SOG), Fire Safety and Environmental Risk Management Unit (FSERMU), NSW Police, NSW Fire and Rescue, NSW Ambulance etc).

[REDACTED]  
Kevin Corcoran PSM  
Commissioner

30 May 2022

[REDACTED]







## Commissioner's Instruction

No: 25 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Return of External Leave Programs (ELP) – Stage 3**

#### **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 18/2022 'Return of External Leave Programs (ELP) – Stage 2' is rescinded and replaced by this Commissioner's Instruction.

The Crimes (Administration of Sentences) Act 1999 makes provision under section 6(2) and section 26 for inmates in a range of circumstances to be temporarily absent from a correctional centre or correctional complex.

As of 30 May 2022, the following external activities and programs facilitated under section 6(2)(c) and section 26 of the Crimes (Administration of Sentences) Act 1999 are permitted to recommence subject to a number of risk mitigation strategies in response to COVID-19:

#### **Stage 3:**

- Work Release Program, section 6.2 off complex.
- All education and training outside the correctional complex.
- Relevant activities undertaken by Stage 2 inmates at the Compulsory Drug Treatment Centre under the provisions of section 106D(3).
- Social Leave activities / All day and weekend leave.

Each correctional centre that normally operates inmate external leave programs, transitional centres and the Compulsory Drug Treatment Correctional Centre are required to implement the below COVID 19 risk mitigation strategies for their external leave program in addition to their existing pandemic plan. The updated pandemic plan



and COVID-19 Workplace Safety Plan must be reviewed and approved by the Governor or Manager of Security of the correctional centre prior to recommencement of the external leave activity.

### **Standard COVID-19 Risk Mitigation Strategies for ELP:**

- Inmates engaging in ELP must have had three doses of the COVID-19 vaccine from 4 July 2022 (prior to 4 July, inmates only require two doses of a COVID 19 vaccine)
- An inmate who has contracted COVID-19 is exempt from getting their next vaccine for 12 weeks. During the 12 week exemption period the inmate can still participate in ELP.
- Inmates engaging in ELP must undertake a Rapid Antigen Screening (RAS) test prior to leaving the correctional centre.
- RAS testing in the first instance should be facilitated by Justice Health & Forensic Mental Health Network (JH&FMHN) staff locally. If JH&FMHN or private provider health staff are not able or available to test inmates for the purposes of the ELP, CSNSW/private provider staff trained in the supervision of RAS, can supervise those inmates self-administering the RAS test, whilst wearing full Red Zone PPE.
- Any inmate returning a positive result to a RAS must be isolated by centre staff until JH&FMHN or private health provider can review the inmate.
- If testing cannot be undertaken, inmates cannot depart from the centre to participate in the ELP.
- Where possible, utilise a wing/honour house specifically for external leave inmates and remove/minimise opportunities for external leave inmates to associate with non-external leave inmates.
- ELP inmates will wear face masks when moving through the centre and particularly when in contact with any other inmates not living inside their unit.
- If an inmate is suspected to have COVID-19, an isolation placement is required until cleared by JH&FMHN or private health provider.
- Any ELP inmate regressed in classification, should be monitored for COVID-19 symptoms, given their potential exposure in the community as part of the ELP.
- All ELP inmates who may be transferred to another centre following classification regression will be RAS tested prior to transfer as per existing procedure. Inmates participating in the ELP to be accommodated together (if possible) and away from other large accommodation areas in order to mitigate risk of transmission, this might also include one-out cell placement if required.
- Temperature testing and screening for symptoms to be undertaken prior to leaving the centre and upon return from external leave activities for all inmates.
- The employer or educational facility must advise the correctional centre staff if any person at the workplace/educational place is isolating due to being a close contact or has tested positive to COVID 19.
- Correctional centre staff must provide inmates with surgical masks for use on either public transport or when being transported by CSNSW to and from work/appointment locations. Inmates participating in the ELP must adhere to all hand hygiene protocols and physical distancing in the correctional centre and work location.



- Employers must provide approved COVID 19-Safe plans to the External Electronic Monitoring Group prior to the commencement of the ELP activity. A copy of this COVID 19-Safe plan is to be provided to the centre.

#### **Additional Requirements for all day and weekend leave:**

- On the day of the inmates planned leave, the correctional centre will contact the inmate sponsor to ensure that no close contacts for the day are known to be infected or symptomatic.
- In addition to undertaking RAS prior to leaving the centre, inmates participating in social activities/all day and weekend leave must also undertake RAS upon their return to the centre and monitor for symptoms.
- The inmate sponsor must advise the 24hour Electronic & External Monitoring Group number (ph: 1300 883 708) if any person at home or any person who has attended the excursion, is isolating due to being a close contact or has tested positive to COVID-19.
- Only one excursion will be granted for day / weekend leave, in accordance with site specific pandemic plans.
- Correctional centres are to employ a controlled response to pick up and return an inmate to a correctional centre after a report of possible COVID-19 exposure.
- When a controlled pick up is not available, and where possible, the inmate is to be returned by the sponsor via private transport. If this option is not available, then the Governor or Manager of Security (MOS) may extend the section 26 for no more than 2 days whilst special transport is arranged. In the case of needing to extend the section 26 to manage a COVID-19 case, it is recommended this decision be escalated to the responsible Director, Custodial Corrections, by the Governor/MOS of the centre to approve.
- When an inmate cannot be quarantined in their centre, the Governor or MOS is to consult with the COVID-19 Command Post to negotiate an action plan in accordance with the quarantine/isolation guidelines. If required, the centre can then issue a section 23 and have the inmate moved to the nearest correctional centre with quarantine/isolation availability.
- Inmates and their sponsors are encouraged to preference outdoor settings when undertaking excursions.

#### **Sponsor and household members vaccination requirements:**

- Sponsors are required to have received three doses of an approved COVID-19 vaccination.
- It is recommended that all household members over 5 years of age be vaccinated.
- It is the responsibility of the sponsor to provide their evidence of vaccination status at the time of the sponsor interview.

#### **Vaccination Medical Contraindication**

- Sponsors with a valid COVID-19 medical contraindication exemption will be accepted and must provide proof of an existing medical contraindication.





- An acceptable proof of a 'Medical contraindication' will be:
  - A copy of the immunisation history statement.
  - COVID-19 digital certificate. In the case where the medical contraindication is for a temporary period of time, the COVID-19 digital certificate will show a "Valid to" date.
- Sponsors who have recently contracted COVID-19 may defer their vaccination for up to 12 weeks. In such cases, sponsors must provide a current temporary medical contraindication with the "Valid to date" on their COVID-19 digital certificate.

CSNSW reserves the right to suspend inmate external leave activities in response to any operation or COVID 19 related issues or risks identified. CSNSW will consult with NSW Health regarding COVID 19 prevalence in the community and any risk this may pose to ELP activities across the state.



**Kevin Corcoran PSM**  
**Commissioner**  
( June 2022





## Commissioner's Instruction

No: 26 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Resumption of Family and Friends Visits – Phase 3**

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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 15/2022 'Interim Measure – Resumption of Family and Friends Visits – Phase-2', is rescinded and replaced by this Instruction.

From the week commencing 30 May 2022 until further notice, Phase 3 of the Resumption of Family and Friends Visits to correctional centres and transitional centres will continue in accordance with the requirements set out in this Commissioner's Instruction.

A COVID-19 positive inmate, an inmate who is in quarantine or clinical isolation, is not eligible for an in-person visit.

In person social visits to all correctional, residential, and transitional centres will be subject to the following conditions:

#### **PHASE 3 SPECIFIC CONDITIONS:**

- Visits will run for a maximum of 60 minutes and must be pre-booked. An extended period of visit may be granted locally at the discretion of the Governor.
- A maximum of six visitors per inmate, including children of any age. A maximum of four adult visitors are permitted and visitors under the age of 18 must be accompanied by an adult.



- Visitors aged 16 and above must be triple vaccinated.
- Visitors aged between 12-15 years old but must have received at least two doses of the vaccine prior to the visit.
- Visitors aged 5-11 years old must have received at least one dose of the vaccine prior to the visit (2 doses are strongly recommended).
- Visitors aged 5 years and above are to undertake a Rapid Antigen Screening (RAS) test onsite prior to entry to a correctional centre (if required, accompanying adult visitor to supervise testing of children aged 5-11 years. Visitors aged 12-18 years old may administer the test themselves).
- Visitors under 5 years old are not required to be RAS tested, vaccinated, or wear a surgical face mask.
- All visitors aged 5 years and above must wear a surgical mask supplied by CSNSW for the duration of the visit.
- Movement between groups of visitors not permitted.
- Members from the same household visiting the same inmate are not required to socially distance.
- 1.5M social distancing must be in place between separate groups of visitors

### **Visitor screening and temperature checks**

Every visitor will be temperature checked prior to entry. If the visitor records a temperature of 37.5 degrees Celsius or higher, they will not be permitted to enter the correctional centre. Every visitor must be screened by a screening officer and must advise staff if they are experiencing any COVID-19 symptoms.

### **Vaccination Medical Contraindication**

- Visitors with a valid COVID 19 medical contraindication exemption will be permitted entry and must provide proof of an existing medical contraindication.
- An acceptable proof of a 'Medical contraindication' will be:
  - A copy of the immunisation history statement.
  - COVID-19 digital certificate. In the case where the medical contraindication is for a temporary period of time, the COVID-19 digital certificate will show a "Valid to" date.
- Visitors who have recently contracted COVID-19 may defer their vaccination for up to 12 weeks. In such cases, visitors must provide a current temporary medical contraindication with the "Valid to date" on their COVID-19 digital certificate.

### **STANDARD CONDITIONS FOR VISITS (All Phases)**

- Visitors and inmates must wear a CSNSW supplied surgical face masks for the duration of the visit (no mask exemptions will be accepted at this stage).





- At this stage, inmates must be at least double vaccinated. From 4 July 2022, inmates must be triple vaccinated to receive an in person social visit. If the inmate is double vaccinated and has tested positive to COVID-19 recently, the inmate will be required to get a booster vaccine 12 weeks later. The inmate will be able to receive visits during the 12 week exemption period.
- Unless directed to by a CSNSW Officer or in circumstances where there is an obvious and urgent medical reason, the deliberate removal of a face mask by a visitor aged over 12 years old will result in a warning around compliance. If visitors continue to deliberately remove masks or refuse to wear them, the visit may be terminated.
- CSNSW staff are to continue to comply with PPE requirements as per CI 21/2022 when interacting with inmates and visitors.
- Permissible contact is a short embrace/hug at the beginning and end of the visit. Children are to remain with the visitor parent/carer.
- No food or drinks are allowed in the visits area and all playgrounds to remain closed.
- Visitors and inmates must sanitise or wash hands prior to the start of the visit and at the end of the visit once masks are removed.
- The visits area must be cleaned after each session with a cleaning register displayed.
- Visitors must provide proof of COVID-19 vaccination status (paper or digital), Medicare vaccination certificate, or digital Service NSW vaccination certificate during screening prior to the visit.
- Visitors may provide a medical certificate or Service NSW notice confirming the date of person's clearance from COVID-19 infection and exemption from testing for 12 weeks, as per the relevant Public Health Order.

For centres with current outbreaks, a plan regarding visits will be developed in conjunction with the Command Post and Population Health.

Video visits will continue to be available at each correctional centre.

Any changes to these conditions or progression to less restrictive measures will be made by way of a new Commissioner's Instruction once Phase 3 has been reviewed.

**Visitors are NOT permitted to enter a NSW correctional centre for an in person visit if they:**

- Have COVID-19 symptoms
- Refuse a Rapid Antigen Screening test at the point of entry
- If anyone they have travelled with and are intending to visit with, test positive on the RAS test.
- Have been exposed to COVID-19 unless they have completed their self-isolation and testing requirements. People who have had high risk exposures (in accordance with Health Guidelines) must not enter high risk settings for at least 14 days since their exposure to a COVID 19-positive person.
- Are waiting for a COVID-19 test result.
- Have been overseas in the previous 14 days, unless they are:



- o fully vaccinated, it has been at least 7 days after arrival, and they have received a negative rapid antigen test 6 days or later after arriving in NSW.

Visitors who refuse to answer any screening question or who cannot provide acceptable evidence of vaccination will not be permitted to enter.

A Local Operating Procedure will set requirements for screening officers.

### **Signage**

Correctional centres are to display COVID-Safe signage in and around the visits area.

### **Visitor restrictions**

Existing processes will apply to restrictions or prohibitions for visits. Failure to adhere to the requirements set out in this Commissioner's Instruction may result in restrictions or prohibitions being imposed on an inmate or visitor by local authorised officers.



**Kevin Corcoran**  
**Commissioner**  
| June 2022





## Commissioner's Instruction

No: 27 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Updated criteria for entry into Correctional Centres, Correctional Complexes, other CSNSW locations, and working across multiple locations.**

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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 24/2022 - *Updated criteria for entry into Correctional Centres, Correctional Complexes, other CSNSW locations, and working across multiple locations*, is rescinded, and replaced by this Instruction.

This Instruction sets out the requirements to allow entry to correctional centres and all other CSNSW locations including privately operated centres.

Visitors attending correctional centres or complexes for the purpose of an in-person social visit must adhere to the entry/vaccination requirements as set in the current Commissioners Instruction relating to the resumption of in-person visits.

### **ENTRY REQUIREMENTS**

All persons entering correctional centres / complexes and other CSNSW work locations must:

- Provide relevant personal details to assist with contact tracing where required.
- Comply with COVID-19 vaccination requirements and provide proof of vaccination.
- Comply with all screening protocols where implemented.





- Comply with Rapid Antigen Screening (RAS) testing, where implemented.
- Visitors and all staff will be provided with the appropriate PPE in accordance with current PPE Commissioners Instruction.

Any person who meets one or all of the following criteria must **not** enter a work location:

- If they are currently positive to COVID-19 and/or isolating under current health guidelines.
- If they are experiencing any COVID-19 symptoms unless medically cleared.
- If they have been advised by their manager or Health not to return to work.
- If they have returned from overseas and have not been cleared to return to work by their manager.
- If they are not vaccinated against COVID-19 as per the DCJ COVID-19 Vaccination Policy.
- If they refuse a Rapid Antigen Screening test where required.

### **RAPID ANTIGEN SCREENING (RAS)**

- Where RAS testing is in place, any person seeking to enter a CSNSW work location or correctional complex must submit to RAS testing and return a negative result.
- Each CSNSW work location, in consultation with the Command Post and relevant stakeholders, will determine the frequency, procedures and recording of RAS testing.
- Where available, at home RAS testing must be undertaken by staff unless exempt by local management. All staff at home test results are to be verified prior to entry through the Pantonic portal only. Photos of completed tests emailed to managers cannot be verified and will not be accepted. Any staff unable to add a test result to the Pantonic portal must undertake a RAS test on site prior to entry.
- On site RAS testing must also be accessible to facilitate the testing of staff (supervised) testing, contractors/professional visitors, prior to entry into high-risk workplaces.
- Any person identified as high risk and approved to return to work must complete daily supervised RAS prior to entry and complete secondary RAS test if working more than 10 hours.
- Staff working in Community Corrections office locations are only required to RAS test following an exposure to COVID-19 in the workplace as assessed by the COVID Risk Assessment Protocol (e.g. a staff member has been assessed as a moderate or high risk.) or where the use of a RAS test is likely to assist in mitigating significant operational impacts.



- If a person tests positive on RAS they must not enter a CSNSW work location and must follow current health advice.
- Local management must monitor and ensure compliance with RAS testing protocols.
- Local management is responsible for the ordering of RAS tests as required.

### **RAS Exemptions:**

- A person who has had a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for a set period as per health advice, regardless of symptoms (unless otherwise directed by NSW Health).
  - When registering your RAS test through Service NSW, you will be issued a Service NSW notice that you can use as proof of exemption when entering CSNSW work locations.
- Alternate RAS exemptions exist if a person who is COVID-19 negative but tests positive on a RAS test and negative on a PCR test three consecutive times. These exemptions are reviewed and provided by the RAS team. In this case, the individual will be required to complete a weekly PCR test.

### **Returning to work after a positive RAS:**

Managers can approve staff who have recovered from COVID-19 to return to work using the following advice:

- Staff who have recovered from COVID-19 can return to work once 7 full days have passed from the date of the first positive COVID-19 test.
- Staff with persistent COVID-19 symptoms after day 7 will need to be medically cleared prior to returning to work.
- Staff that have recovered from COVID-19 are exempt from COVID-19 testing for a set period as per Health guidelines post recovery, regardless of symptoms.
- Staff who have recovered from COVID-19 and are identified as a contact of someone with COVID-19 are not required to be tested or isolate for a set period as per Health guidelines post recovery.
- Staff who develop COVID-19 symptoms 4 or more weeks post recovery must isolate and be tested for COVID-19.

Staff working in Community Correction offices must follow the current NSW Health guidelines and have manager approval before returning after a positive RAS.

### **TEMPERATURE CHECKS**

- All persons entering a correctional centre/complex, court cell complex, Community Corrections office or residential housing facility must be temperature tested.



- Where a person's temperature is recorded at or exceeds 37.5°C is required to:
  - Wait 15 minutes and submit to a retest using a handheld non-contact thermometer.
  - If the result still exceeds the recommended temperature, managers are to complete the form COVID-19: Employees asked to leave the workplace.
  - The staff member is to leave the workplace immediately, contact their GP and complete a COVID-19 test.
- If a visitor/contractor/third party's subsequent result is at or exceeds the recommended temperature, they must be asked to leave, not return to any CSNSW location if displaying any symptoms and advised to seek medical advice.
- The officer in charge of a correctional centre, court location or community corrections office where a thermal camera is installed, must ensure these devices remain operational and used correctly.

## **VACCINATION REQUIREMENTS**

- Employees of CSNSW and Privately Managed Correctional Providers must be vaccinated as per the DCJ COVID-19 Vaccination Policy.
- All Third-Party Providers, Contractors and Professional Visitors must be COVID-19 vaccinated as per CSNSW guidelines and provide evidence of vaccination to enter CSNSW locations and Privately Managed Correctional Centres.
- Third party providers, contractors and professional visitors with a valid COVID-19 medical contraindication exemption will be permitted entry and must provide proof of an existing medical contraindication.

### **Evidence of vaccination status**

Proof of vaccination status must be provided, this includes:

- An immunisation history statement from Medicare online, the Express Plus Medicare mobile App or Service NSW App.
- A statement of vaccination history from the Australian Immunisation Register.

CSNSW staff are to upload their vaccination status via the ServiceNow intranet portal.

### **Vaccination exemptions**

- A person with a valid COVID 19 medical contraindication exemption will be permitted entry and must provide proof of an existing medical contraindication.





- An acceptable proof of a ‘Medical contraindication’ will be:
  - A copy of the immunisation history statement.
  - COVID-19 digital certificate. In the case where the medical contraindication is for a temporary period of time, the COVID-19 digital certificate will show a “Valid to” date.
  - People who have recently contracted COVID-19 may defer their vaccination for up to 12 weeks. In such cases, visitors must provide a current temporary medical contraindication with the “Valid to date” on their COVID-19 digital certificate.

## **STAFF WHO HAVE RETURNED FROM OVERSEAS**

- Staff must return a negative RAS within 24 hours and on day 6 post arrival, have no COVID-19 symptoms and have approval from their manager to return to work.
- Work from home (where practical) for 6 days post arrival and can return to work with Manager’s approval.
- However, a manager can approve return to work after 24 hours if:
  - The staff member has returned a negative RAS within 24 hours of arrival
  - The staff member has no COVID-19 symptoms
- The risk mitigation plan in place for the following 6 days must include:
  - Daily RAS prior to workplace entry
  - Second RAS during shift if working more than 10 hours
  - Always wear a respirator (P2/N95 mask) and avoid shared spaces, e.g. tearooms and continue to monitor for COVID-19 symptoms.

## **REQUIREMENTS FOR PERSONNEL WORKING ACROSS MULTIPLE LOCATIONS**

All CSNSW staff, third party providers, contractors and professionals who are required to work across multiple sites must adhere to RAS testing and all other entry requirements at the site they are entering. RAS test results remain valid across multiple sites and must be produced upon request.

## **REQUIRED ACTION IF A PERSON FAILS TO MEET ENTRY CRITERIA**

Any person who refuses to be temperature checked, undertake RAS testing, answer any screening questions, or provide evidence of vaccination status is to be refused entry to the location.

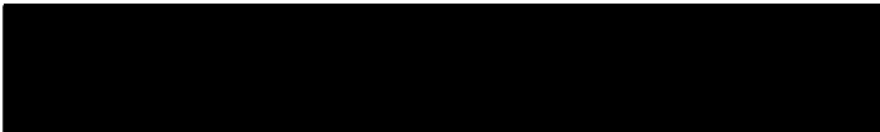


## EMERGENCY RESPONSE EXEMPTION

Emergency personnel responding to a correctional Centre/complex emergency are exempt from screening conditions (for example Security Operations Group (SOG), Fire Safety and Environmental Risk Management Unit (FSERMU), NSW Police, NSW Fire and Rescue, NSW Ambulance etc).



**Kevin Corcoran PSM**  
**Commissioner**  
18 July 2022





## Commissioner's Instruction

No: 28 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Resumption of Family and Friends Visits – Phase 3**

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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 26/2022 - *Resumption of Family and Friends Visits – Phase-3*, is rescinded and replaced by this Instruction.

From the week commencing 30 May 2022 until further notice, Phase 3 of the Resumption of Family and Friends Visits to correctional centres and transitional centres will continue in accordance with the requirements set out in this Commissioner's Instruction.

A COVID-19 positive inmate, an inmate who is in quarantine or clinical isolation, is not eligible for an in-person visit.

In person social visits to all correctional, residential, and transitional centres will be subject to the following conditions:

#### **PHASE 3 SPECIFIC CONDITIONS:**

- Visits will run for a maximum of 60 minutes and must be pre-booked. An extended period of visit may be granted locally at the discretion of the General Manager.
- A maximum of six visitors per inmate, including children of any age. A maximum of four adult visitors are permitted and visitors under the age of 18 must be accompanied by an adult.
- Visitors aged 16 and above must be triple vaccinated.
- Visitors aged between 12 -15 years old but must have received at least two doses of the vaccine prior to the visit.





- Visitors aged 5-11 years old must have received at least one dose of the vaccine prior to the visit (2 doses are strongly recommended).
- Visitors aged 5 years and above are to undertake a Rapid Antigen Screening (RAS) test onsite prior entry to correctional centre (if required, accompanying adult visitor to supervise testing of children aged 5-11 years. Visitors aged 12-18 years old may administer the test themselves).
- Visitors under 5 years old are not required to be RAS tested, vaccinated, or wear a surgical face mask.
- All visitors aged 5 years and above must wear a surgical mask supplied by CSNSW for the duration of the visit.
- Movement between groups of visitors not permitted.
- Members from the same household visiting the same inmate are not required to socially distance.
- 1.5M social distancing must be in place between separate groups of visitors

### **Visitor screening and temperature checks**

Every visitor will be temperature checked prior to entry. If the visitor records a temperature of 37.5 degrees Celsius or higher, they will not be permitted to enter the correctional centre. Every visitor must be screened by a screening officer and must advise staff if they are experiencing any COVID-19 symptoms.

### **Vaccination Medical Contraindication**

- Visitors with a valid COVID-19 medical contraindication exemption will be permitted entry and must provide proof of an existing medical contraindication.
- An acceptable proof of a 'Medical contraindication' will be:
  - A copy of the immunisation history statement.
  - COVID-19 digital certificate. In the case where the medical contraindication is for a temporary period of time, the COVID-19 digital certificate will show a "Valid to" date.
- Visitors who have recently contracted COVID-19 may defer their vaccination for up to 12 weeks. In such cases, visitors must provide a current temporary medical contraindication with the "Valid to date" on their COVID-19 digital certificate.

### **STANDARD CONDITIONS FOR VISITS (All Phases)**

- Visitors and inmates must wear a CSNSW supplied surgical face masks for the duration of the visit (no mask exemptions will be accepted at this stage).
- From 4 July 2022, inmates must be triple vaccinated to receive an in person social visit. If the inmate is double vaccinated and has tested positive to COVID-19 recently, the inmate will be required to get a booster vaccine 12 weeks later. The inmate will be able to receive visits during the 12 week exemption period.
- Unless directed to by a CSNSW Officer or in circumstances where there is an obvious and urgent medical reason, the deliberate removal of a face mask by a visitor aged over 12 years old will result in a warning around



compliance. If visitors continue to deliberately remove masks or refuse to wear them, the visit may be terminated.

- CSNSW staff are to continue to comply with current PPE requirements when interacting with inmates and visitors.
- Permissible contact is a short embrace/hug at the beginning and end of the visit. Children are to remain with the visitor parent/carer.
- No food or drinks are allowed in the visits area and all playgrounds to remain closed.
- Visitors and inmates must sanitise or wash hands prior to the start of the visit and at the end of the visit once masks are removed.
- The visits area must be cleaned after each session with a cleaning register displayed.
- Visitors must provide proof of COVID-19 vaccination status (paper or digital), Medicare vaccination certificate, or digital Service NSW vaccination certificate during screening prior to the visit.
- Visitors may provide a medical certificate or Service NSW notice confirming the date of person's clearance from COVID-19 infection and exemption from testing for a set period, as per the current Health guidelines.

For centres with current outbreaks, a plan regarding visits will be developed in conjunction with the Command Post and Population Health.

Video visits will continue to be available at each correctional centre.

Any changes to these conditions or progression to less restrictive measures will be made by way of a new Commissioner's Instruction once Phase 3 has been reviewed.

**Visitors are NOT permitted to enter a NSW Correctional Centre for an In Person Visit if they:**

- Have COVID-19 symptoms
- Refuse a Rapid Antigen Screening test at the point of entry
- If anyone they have travelled with and are intending to visit with, test positive on the RAS test.
- Have been exposed to COVID-19 unless they have completed their self-isolation and testing requirements. People who have had high risk exposures (in accordance with Health Guidelines) must not enter high risk settings for at least 14 days since their exposure to a COVID 19-positive person.
- Are waiting for a COVID-19 test result.
- Have been overseas in the previous 14 days, unless they are:
  - fully vaccinated, it has been at least 7 days after arrival, and they have received a negative rapid antigen test 6 days or later after arriving in NSW.



Visitors who refuse to answer any screening question or who cannot provide acceptable evidence of vaccination will not be permitted to enter.

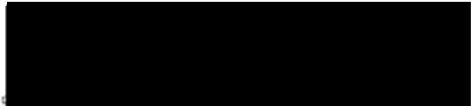
A Local Operating Procedure will set requirements for screening officers.

### **Signage**

Correctional centres are to display COVID-Safe signage in and around the visits area.

### **Visitor restrictions**

Existing processes will apply to restrictions or prohibitions for visits. Failure to adhere to the requirements set out in this Commissioner's Instruction may result in restrictions or prohibitions being imposed on an inmate or visitor by local authorised officers.



**Kevin Corcoran**  
**Commissioner**

18 July 2022







## Commissioner's Instruction

No: 29 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Update to Minimum Personal Protective Equipment (PPE) Requirements**

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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 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 21/2022 – *Update to Minimum PPE Requirements* – is rescinded and replaced by this Commissioner's Instruction.

Until further notice, the following minimum PPE requirements will apply to CSNSW workplaces:

#### **DEFINITIONS**

Direct inmate contact – When a staff member is within 1.5m of an inmate or in the same small, enclosed area or during an aerosol generating event (coughing, spitting, yelling or use of force).

#### **RED ZONES**

People working in the following areas with inmates/offenders must abide by the red zone PPE requirements:

##### **Red zone areas**

- Reception areas of centres that receive fresh custody inmates, inmates going into quarantine, isolation or staging inmates.
- All quarantine/isolation/staging areas.
- All inmate escorts where the inmate is from a red zone area (both Medical Escorts Unit and the Court Escort Security Unit transfers)
- Areas on high alert or experiencing outbreaks as directed by the CSNSW COVID 19 Command Post
- All Court and Police Cells location staff – when in direct inmate contact



## Red Zone PPE

### P2/N95 mask

**ONLY** when coming into direct contact with an inmate or in COVID 19 isolation area



### Face shield/safety goggles\*

**ONLY** when coming into direct contact with an inmate or in COVID 19 isolation area



### Disposable gloves

**ONLY** when coming into direct contact with an inmate or in COVID 19 isolation area



### Long sleeve gown

**ONLY** when coming into direct contact with an inmate or in COVID 19 isolation area



For Red Zone areas, gloves and gowns are only required when staff come into direct contact with suspected or confirmed COVID 19 positive inmates. E.g. if direct physical contact or planned use of force is likely then gloves and gowns should be donned.

When not in direct inmate contact, people working in RED ZONE areas are to adhere to ORANGE ZONE PPE requirements.

## ORANGE ZONES

People working in the following areas with inmates/offenders must abide by the Orange zone PPE requirements:

### Orange zone areas

- People who work where offenders/inmates are located and are NOT in a RED ZONE
- If a COVID 19 positive inmate is detected and/or an outbreak is declared staff will be required to revert to Red Zone PPE as directed by the Command Post.
- All court and police cells when not in direct inmate contact

### Orange zone PPE:

**Surgical mask** (at a minimum)

**AT ALL TIMES**



## GREEN ZONES

People working in the following areas can follow Green zone PPE guidelines:

### Green zone areas

- People working in areas without direct inmate contact including office-based settings in correctional centres, community corrections offices, head office



- locations and administration buildings
- People working in correctional settings at all other times without direct inmate contact (excluding designated RED ZONE locations above)
- People working in large open outdoor spaces with or without direct inmate contact- such as ovals, exercise yards and outdoor worksites.

**Green zone PPE:**

**Surgical mask**

**STRONGLY RECOMMENDED**



People should have ease of access to PPE at all times even in Green Zones.

**STAFF PERFORMING HOSPITAL GUARD DUTIES (For the duration of the escort)**

Staff escorting inmates must wear ORANGE ZONE PPE level as a minimum unless the inmate is from a RED ZONE area or is suspected to have COVID 19 or if the hospital requires a higher level of PPE.

**PPE REQUIREMENTS FOR INMATES**

Inmates are to be issued surgical face masks if managed in isolation or in the Field Hospital.

Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit are to be issued with surgical face masks anytime they are out of cell.

All inmates moving through a correctional centre reception room/intake, on escort and attending court are to be issued a surgical face mask from the departing centre.

All inmates must be provided the opportunity and encouraged to wear a surgical mask when being escorted or moving around a correctional centre, including when attending clinic areas.

Red Zone inmate hygiene crews must continue to wear Red Zone PPE.  
All other inmate hygiene crews must wear the same PPE level in line with centre requirements.

**PPE REQUIREMENTS FOR VISITORS/CONTRACTORS/THIRD PARTIES**

Contractors, third parties and official visitors entering correctional centres have the same requirements as staff.





## **PPE REQUIREMENTS FOR INMATE SOCIAL VISIT AREAS**

During an inmate social visit, all inmates and visitors are required to wear ORANGE ZONE PPE as a minimum for the duration of the visit.

## **SUPPLY OF FACE MASKS**

Only face masks procured through Corrective Services Industries (CSI) are approved to be worn by staff, inmates, and visitors.

COVID 19 Liaisons and Managers are to ensure they regularly monitor stock and submit PPE orders as required to [REDACTED]

All centres to retain all levels of PPE stock to ensure that in the event of an outbreak or increase in PPE requirements- the site can respond quickly and effectively. Managers are to ensure that people working in all areas should have access to all forms PPE.

## **FACE MASK EXEMPTIONS**

Exemptions to wearing a face mask or wearing a CSNSW/CSI supplied face mask may apply in circumstances where a staff member is unable to wear a mask due to a medical or other identified condition.

If you are unable to wear a facemask due to a physical or medical condition, or disability, you need to speak with your manager and a risk assessment must be undertaken.

[REDACTED]  
**Kevin Corcoran PSM**  
**Commissioner**  
16 July 2022

[REDACTED]





## Commissioner's Instruction

No: 30 / 2022

### 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**

Commissioner's Instruction (CI) 23/2022 *Novel Coronavirus (COVID-19) Interim Measure – Correctional Centre management of quarantine and isolation hubs, fresh reception inmates and COVID-19 positive inmates*, is rescinded and replaced by this Commissioner's Instruction.

### **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 Personal Protective Equipment (PPE) **at all times**:

- Transport runs are to pick up remanded (male) new reception inmates from various court locations and transport them directly to the Metropolitan Remand and Reception Centre (MRRC) designated Quarantine cells 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 Silverwater Women's Correctional Centre (SWCC) designated Quarantine cells 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.

CESU are to manage any quarantine inmates at court locations within cell capacity and comply with Red Zone PPE as outlined in CI 29/2022. 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 7-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 Justice Health & Forensic Mental Health Network (JH&FMHN)/Private Health providers prior to commencing the mandatory 7-day quarantine period. JH&FMHN / Private Health providers will test these inmates on day 1 and day 7 of their quarantine period.

### **Quarantine and accommodation arrangements**

The **Quarantine** arrangement is as follows:

- Inmates are to be placed into pre-existing dedicated quarantine locations within nominated reception and remand centres.
- New reception inmates are to be housed within cell capacity and are to interact with their cohort group for the entire 7-day period. Please note that:
  - 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 7-day quarantine period and two negative RAS test results are received (one RAS test on Day 1 and one on Day 7), 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 7-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.
- 'Clinical isolation' inmates can be transported together in a vehicle with other clinical isolation inmates, providing they are asymptomatic.

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 JH&FMHN/ private health 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 MRRC, SWCC or approved alternate isolation hub.

On the advice of the JH&FMHN/ private health 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 Functional Manager (FM) or Officer in Charge (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 / private health provider for the privately run correctional centres that 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 private health 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 private health provider. 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

[REDACTED]

### **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.

[Redacted]

**Kevin Corcoran PSM**  
**Commissioner**  
📅 August 2022

[Redacted]  
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## Commissioner's Instruction

No: 2022 / 31

### For the information of all CSNSW staff

**Subject:** Section 19 and section 21 escorts under the *Mental Health and Cognitive Impairment Forensic Provisions Act 2020*

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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**

CSNSW powers under section 19 and section 21 of the *Mental Health and Cognitive Impairment Forensic Provisions Act 2020* (s19 and s21(1)) are limited to detaining or restraining a defendant only when escorting them to/from a Declared Mental Health Facility (DMHF) for the purposes of a mental health assessment. CSNSW officers have no authority to take the defendant subject to a s19 or s21 for any other medical assessment or treatments (such as general physical health checks or x-rays).

To comply with the Court Order, all staff involved in s19 and s21 escorts are required to transport a defendant without delay upon the order being made. CSNSW staff will contact the Nurse Unit Manager / Nurse in Charge to advise them of the imminent arrival of the defendant. If there are urgent circumstances that stop CSNSW from undertaking the escort, the Governor or General Manager should escalate the issue to the NSW Police Force Commander to see if they can undertake the escort.

The legislative provisions set out the following requirements for CSNSW officers that must be strictly adhered to:

**Under s19(a) or s21(1)(a) orders, CSNSW officers are not required to stay and wait the outcome of the mental health assessment**

CSNSW officers are to:

1. escort the defendant to the DMHF
2. present to the triage desk (or equivalent) and advise the NSW Health triage nurse that they have a person who is subject to a s19(a) or 21(1)(a) order and requires a mental health assessment and provide a copy of the order

3. advise they are handing over responsibility for the defendant to DMHF staff and provide a verbal handover to nursing staff
4. advise where a defendant presents as a safety risk, DMHF staff may engage the health security staff and NSWPF; but under no circumstances can CSNSW officers provide security duties for the hospital; and
5. leave the DMHF once the care of the defendant has been transferred and a copy of the order provided.

**Under s19(b) or s21(1)(b) orders, CSNSW officers are required to stay and wait the outcome of the mental health assessment**

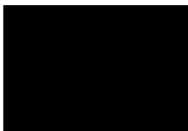
Officers are to remain even if the hospital advise there are no beds and the assessment will not take place until the next day. CSNSW officers are to:

1. escort the defendant to the DMHF
2. stay at the DMHF until the initial assessment is completed and are advised of the outcome. Even if the hospital has no beds and they can not undertake the assessment immediately you still must stay until the assessment is complete
3. leave the DMHF if the defendant is found to be a mentally ill or a mentally disordered person, as the defendant will then become a patient of the DMHF
4. transport the defendant immediately to a police station for a bail determination if the defendant is found not to be a mentally ill or a mentally disordered person.

A s19 or s21 order does not provide lawful authority to detain a defendant in a correctional centre or court cell while waiting for a bed to become available in a DMHF.

Section 19(c) of the *Mental Health and Cognitive Impairment Forensic Provisions Act 2020* (MHCIFP) does not provide the legal authority to deprive an individual of their liberty and hold them in a correctional centre or court cell complex indefinitely.

A delayed release under section 8(2A) of the *Crimes Administration of Sentences Act 1999* is not available for orders under the MHCIFP.



**Luke Grant**  
**A/Commissioner**  
29 July 2022

[Redacted signature block]





## Commissioner's Instruction

No: 32 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Receiving offenders from NSW Police, CSNSW Court Cells 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 17/2022 'Novel Coronavirus (COVID-19) Interim Measure – Receiving offenders from NSW Police and transport of offenders' – is rescinded and replaced by this Commissioner's Instruction.

To ensure the continued safe custody and transfer of offenders received from NSW Police Force (NSWPF) and CSNSW Court Cells into CSNSW Correctional Centres and housed in correctional centres the following instructions apply:

- CSNSW Court Cells will not refuse custody of remanded or sentenced offenders from NSWPF or Courts on the basis of COVID-19 concerns.
- Court Escort Security Unit (CESU) 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.
- Inmates housed in a correctional centre suspected of having COVID-19 must be isolated in situ and referred to Justice Health for assessment.
- Symptomatic inmates without diagnosis are to be transported one out.
- COVID-19 positive cases can only be transported with other COVID-19 cases.



- Asymptomatic inmates with or without epidemiological risk can be transported together.
- Inmates must be encouraged to wear a surgical mask at court/AVL and on escort.



**Kevin Corcoran PSM**  
**Commissioner**  
22 August 2022





## Commissioner's Instruction

No: 33 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Update to Zones and Minimum Personal Protective Equipment (PPE) requirements

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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 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 29/2022 'Novel Coronavirus (COVID-19) Interim Measure – Update to Minimum PPE Requirements' is rescinded and replaced by this Commissioner's Instruction.

Until further notice, the following minimum PPE requirements will apply to CSNSW workplaces:

#### **DEFINITIONS**

Direct inmate contact – when a staff member is within 1.5m of an inmate or in the same small, enclosed area or during an aerosol generating event (coughing, spitting, yelling or use of force).

#### **RED ZONES**

People working in the following areas with inmates/offenders must abide by the red zone PPE requirements:

##### **Red Zone areas**

- Reception areas of centres that receive fresh custody inmates or inmates going into quarantine/isolation.
- All quarantine/isolation areas.
- All inmate escorts (only when having a direct contact with an inmate). When not in a direct contact with an inmate, a surgical mask at minimum must be worn.
- Areas experiencing outbreaks (only when dealing with a positive case outside of an isolation/quarantine pod).
- All Courts and Police Cells when in direct contact with a positive or symptomatic case.





## Red Zone PPE

### P2/N95 mask

**ONLY** when in direct contact with an isolation / COVID positive inmate.



### Face shield/safety goggles\*

**ONLY** when in direct contact with an isolation / COVID positive inmate.



### Disposable gloves

**ONLY** when coming into direct contact with a COVID positive inmate where there is risk of exposure to blood or other bodily fluids.



### Long sleeve gown

**ONLY** when coming into direct contact with a COVID positive inmate where there is risk of exposure to blood or other bodily fluids.



For Red Zone areas, gloves and gowns are only required when coming into direct contact with a COVID positive inmate, where there is risk of exposure to blood or other bodily fluids. At all other times when in direct contact with an inmate a P2/N95 mask and a face shield/safety goggle must be worn.

When not in direct inmate contact, people working in RED ZONE areas are to adhere to ORANGE ZONE PPE requirements.

## ORANGE ZONES

People working in the following areas with inmates/offenders must abide by the Orange zone PPE requirements:

### Orange Zone areas

- Areas where offenders/inmates are located, but the area does not meet the Red Zone criteria.
- All court and police cells when not in contact with a positive or a symptomatic inmate.

### Orange Zone PPE

**Surgical mask** (at a minimum)

**AT ALL TIMES**



## GREEN ZONES

People working in the following areas can follow Green Zone PPE guidelines:



### Green zone areas:

- Areas where there is no direct inmate contact including office-based settings in correctional centres, community corrections offices, head office locations and administration buildings.
- Areas in correctional centres where staff members work but where there is no direct inmate contact (excluding designated RED ZONE locations above).
- Large open outdoor spaces with or without direct inmate contact-such as ovals, exercise yards and outdoor worksites.

### Green Zone PPE:

#### Surgical mask

**STRONGLY RECOMMENDED**



People should have ease of access to PPE at all times, even in green zones.

In the event of an outbreak, staff and local management might consult with the COVID Command Post to decide the appropriate level of PPE. In all zones, **Red Zone PPE requirements will still apply when in direct contact with positive inmates.**

### **STAFF PERFORMING HOSPITAL GUARD DUTIES (For the duration of the escort)**

Staff escorting inmates must wear Orange Zone PPE level as a minimum, except when having direct contact with a positive inmate or if the hospital requires a higher level of PPE.

### **PPE REQUIREMENTS FOR INMATES**

Inmates are to be issued surgical face masks if managed in isolation or if identified as a close contact and out of cell.

Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit are to be issued with surgical face masks anytime they are out of cell.

All inmates moving through a correctional centre reception room/intake, on escort and attending court/AVL are to be issued a surgical face mask from the departing centre.

All inmates are to be encouraged to wear a surgical mask when being escorted or moving around a correctional centre, including when attending health clinics, at work and when attending education/programs.

Red Zone inmate hygiene crews must continue to wear Red Zone PPE. All other inmate hygiene crews must wear the same PPE level in line with centre requirements.



## PPE REQUIREMENTS FOR VISITORS/CONTRACTORS/THIRD PARTIES

Contractors, third parties and official visitors entering correctional centres have the same requirements as staff.

## PPE REQUIREMENTS FOR INMATE SOCIAL VISIT AREAS

During an inmate social visit, all inmates and visitors are required to wear Orange Zone PPE as a minimum for the duration of the visit.

## SUPPLY OF FACE MASKS

Only face masks procured through Corrective Services Industries (CSI) are approved to be worn by staff, inmates, and visitors.

COVID 19 Liaisons and Managers are to ensure they regularly monitor stock and submit PPE orders as required to [REDACTED]

All centres to maintain adequate levels of PPE stock to ensure that in the event of an outbreak or increase in PPE requirements the site can respond quickly and effectively. Managers are to ensure that people working in all areas should have access to all forms PPE.

## FACE MASK EXEMPTIONS

Exemptions to wearing a face mask or wearing a CSNSW/CSI supplied face mask may apply in circumstances where a staff member is unable to wear a mask due to a medical or other identified condition.

If you are unable to wear a facemask due to a physical or medical condition, or disability, you need to speak with your manager and a risk assessment must be undertaken.

[REDACTED]

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

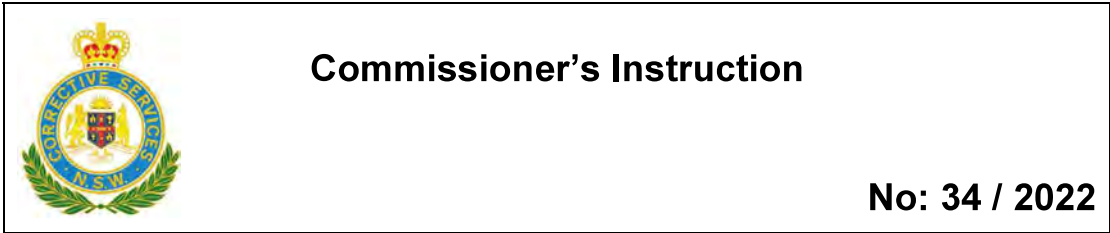
22 August 2022

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# Commissioner's Instruction

No: 34 / 2022

## For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Correctional Centre management of quarantine and isolation inmates, 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

Commissioner's Instruction (CI) 30/2022 'Novel Coronavirus (COVID-19) Interim Measure – Correctional Centre management of quarantine and isolation hubs, fresh reception inmates and COVID-19 positive inmates' is rescinded and replaced by this Commissioner's Instruction.

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

When an inmate is received from the NSW Police Force (NSWPF), the Court Escort Security Unit (CESU) are to manage inmates at court locations within cell capacity and with appropriate Personal Protective Equipment (PPE) **at all times**. Transportation of these inmates are to be undertaken as follows:

- Transport runs are to pick up remanded (male) new reception inmates from various court locations and transport them directly to the Metropolitan Remand and Reception Centre's (MRRC) designated quarantine cells 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 Silverwater Women's Correctional Centre's (SWCC) designated quarantine cells 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.



CESU are to manage any quarantine inmates at court locations within cell capacity and comply with Red Zone PPE when in direct contact with a symptomatic or a positive inmate as outlined in CI 33/2022. 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 custody inmates in correctional centres**

- Fresh custody inmates received into correctional centres from police/court cells or directly from NSWPF are to be managed in quarantine for a mandatory 7-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 fresh custody inmates must undergo screening by Justice Health & Forensic Mental Health Network (JH&FMHN)/Private Health providers prior to commencing the mandatory 7-day quarantine period. JH&FMHN/Private Health providers will test these inmates on day 1 and day 7 of their quarantine period.

### **Quarantine and accommodation arrangements**

The **Quarantine** arrangement is as follows:

- Inmates are to be placed into pre-existing dedicated quarantine locations within nominated reception and remand centres.
- New reception inmates are to be housed within cell capacity and are to interact with their cohort group for the entire 7-day period. Please note that:
  - 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 Custodial Operations Policy and Procedures (COPP) sections.



### **Clearance from quarantine**

- Once an inmate has completed the 7-day quarantine period and two negative RAS test results are received (one RAS test on Day 1 and one on Day 7), 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 they are required to remain in quarantine for a period of 7-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 are to be managed in situ where possible.
- All movements/escorts of inmates are to be coordinated through the Strategic Population Management and in consultation with the relevant transport units.
- 'Clinical isolation' inmates can be transported together in a vehicle with other clinical isolation inmates, providing they are asymptomatic.

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

### **Management of COVID-19 positive inmates**

Following identification of a positive inmate or inmates, the Functional Manager (FM) or Officer in Charge (OIC) of the shift must notify the COVID-19 Command Post.





The COVID-19 Command Post will then confirm with JH&FMHN/Private Health provider, and local centre management whether the inmate/s can be managed as per health guidelines, in situ.

If the inmate cannot be managed in situ then a Section 23 Movement Order should be raised as soon as practicable for an inmate to be transferred to the MRRC, SWCC or alternate location.

Governors or Managers of Security must ensure the area 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.

Staff are to provide COVID-19 positive 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 isolation.

Inmates will only be discharged from isolation on the written advice of JH&FMHN/Private Health provider that they have completed their isolation 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**

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.

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

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 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.

Officers are to escort the inmate and their property, via the advised walk path, directly to the Isolation Cell. The accompanying correctional centre officers must maintain social distancing protocols and minimise interaction with the inmate. The escorting officers are to then remove their PPE in a designated area.

#### **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 is placed in isolation and 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 private health provider. 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 isolation 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 isolation can still be placed on segregation.

### **Inmates with specific needs**

Where an Isolation 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 placed into isolation the State-wide Disability Services is to be advised via email [REDACTED].

### **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 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 inmates will, unless it is not operationally possible, provided time out of cell consistent with the principles and need of isolating COVID-19 positive inmates and the safety and security requirements of the centre. Covid positive inmates may share common space. Local Operating Procedures are to be implemented regarding the allowance of time out of 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. 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 cell 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 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.

[Redacted]

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

 August 2022

[Redacted]  
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## Commissioner's Instruction

No: 35 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Isolation Exemption for Critical workers**

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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 (CI) 16/2022 'Novel Coronavirus (COVID-19) Interim Measure – Confirmation of authority regarding return to work following contract tracing in custodial environments' is rescinded and replaced by this Commissioner's Instruction.

Based on updated health advice, this CI sets out the isolation exemption for CSNSW staff and privately contracted staff who are classified as critical workers. The CI provides an outline of the risk mitigation strategies critical workers must undertake upon returning to work after exposure to COVID-19 and classification as a "High-Risk Close Contact". Under this CI, CSNSW critical workers are defined as all staff working in correctional centres (including private centres) and transitional centres.

#### **CRITICAL WORKER ISOLATION EXEMPTION**

CSNSW staff and privately contracted staff working in correctional centres/transitional centres are classified as critical workers and as such are exempt from undertaking an isolation period when classified as a "High-Risk Close Contact" with a confirmed case of COVID-19.

When attending work after being identified as a "High-Risk Close Contact", staff must adhere to the following requirements for **14 days**:



- Wear a P2/N95 mask at all times in the workplace, unless eating or drinking or if the mask needs to be removed for safety reasons.
- Avoid shared spaces where possible and do not participate in staff gatherings where masks are likely to be removed (e.g., tearooms).
- Undergo daily supervised Rapid Antigen Tests (RAT).
- If you are working more than 10 hours consecutively you must submit to a second supervised RAT midway between shifts.
- Comply with any other reasonable measures put in place by their employer to minimise the risk of transmission of COVID-19.
- Where possible, be allocated work/posts that involves minimal interaction with others, consideration should also be given to minimising exposure to those individuals who are classified as being vulnerable or at high risk of serious illness should they catch or be exposed to COVID-19.
- Monitor and report to manage any onset of symptoms. If symptomatic do not attend work.
- Asymptomatic staff members who elect not to return to work during this 14 day time period must utilise their own leave entitlements.
- Governors/Managers of Security of centres will be responsible for monitoring the mitigations put in place to return “High-Risk Close Contact” staff.

If staff test positive or develop flu like symptoms during the 14-day isolation exemption period they must:

- Immediately self-isolate for 7 days.
- Notify their Manager/Supervisor.
- Follow any directions given to them by the COVID 19 Command Post.

The CSNSW COVID 19 Command Post will provide ongoing support to sites to ensure governance and oversight is maintained.

[Redacted]

**Kevin Corcoran PSM  
Commissioner**

22 August 2022

[Redacted]  
[Redacted]  
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## Commissioner's Instruction

No: 36 / 2022

### For the information of all CSNSW staff

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

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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**

The following Commissioner's Instruction 06/2022 'Novel Coronavirus (COVID-19) Interim Measure - Update to Inmate Movements and Staging' is 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, the Court Escort Security Unit (CESU) and Inmate Classification and Placement. The SPM will also provide advice to the Command Post.
- Movement of any inmate who is currently in quarantine/isolation must be managed in line with isolation/quarantine inmate protocols, until the quarantine/isolation period has been completed and they have been cleared by Justice Health & Forensic Mental Health Network (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

- SPM will not co-ordinate the transfer of any inmate until JH&FMHN/private health providers have provided advice on the inmate's quarantine/isolation status.
- SPM will liaise with the Inmate Transfers Unit prior to finalising the list of transfers.
- Any inmate being transferred from the Metropolitan Remand and Reception Centre (MRRC) through to northern correctional centres will continue to be transited through Kariong Correctional Centre.
- Inmate sweepers working in quarantine or isolation areas 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 Red Zone PPE requirements at all times.

## Movements to Hunter and Macquarie Correctional Centre

- All inmates moved to Hunter or Macquarie Correctional Centre must complete a 5-day staging period at the location.
- 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.
- The Governor is responsible for the monitoring and clearing of inmates from the JH&FMHN/private health providers.
- Any inmate who has been cleared from being COVID-19 positive, within the last month, is required to complete the staging period and be cleared via the Nurse Unit Manager (NUM) on site.

[REDACTED]  
**Kevin Corcoran PSM**  
**Commissioner**

**31 August 2022**

[REDACTED]  
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## Commissioner's Instruction

No: 37 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Reduced surveillance of Rapid Antigen Screening Testing for ELP participants – Stage 3**

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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 25/2022 'Return of External Leave Programs (ELP) – Stage 3' is rescinded and replaced by this Commissioner's Instruction.

The Crimes (Administration of Sentences) Act 1999 makes provision under section 6(2) and section 26 for inmates in a range of circumstances to be temporarily absent from a correctional centre or correctional complex.

As of 30 May 2022, the following external activities and programs facilitated under section 6(2)(c) and section 26 of the Crimes (Administration of Sentences) Act 1999 are permitted to recommence subject to a number of risk mitigation strategies in response to COVID-19:

- Work Release Program, section 6.2 off complex.
- All education and training outside the correctional complex.
- Relevant activities undertaken by "Stage 2" inmates at the Compulsory Drug Treatment Correctional Centre under the provisions of section 106D(3).
- Social Leave activities / All day and weekend leave.

Any correctional centre operating inmate external leave programs, transitional centres and the Compulsory Drug Treatment Correctional Centre are required to implement the below COVID 19 risk mitigation strategies for their external leave program/s in addition to complying with their existing pandemic plan. An updated pandemic plan and COVID-19 Workplace Safety Plan must be reviewed and approved by the



Governor or Manager of Security (MOS) of the correctional centre prior to recommencement or continuation of external leave activity.

### **Standard COVID-19 Risk Mitigation Strategies for ELP:**

- Inmates engaging in ELP must have had three doses of the COVID-19 vaccine.
- An inmate who has contracted COVID-19 is exempt from getting their next vaccine for 12 weeks. During the 12 week exemption period the inmate can still participate in ELP.
- Inmates engaging in ELP activities must undertake a Rapid Antigen Screening (RAS) test every 48 hours prior to leaving the correctional centre.
- RAS testing in the first instance should be facilitated by Justice Health & Forensic Mental Health Network (JH&FMHN) staff or private provider health staff locally. If JH&FMHN or private provider health staff are not able or available to test inmates for the purposes of the ELP, CSNSW/private provider staff trained in the supervision of RAS, can supervise those inmates self-administering the RAS test, whilst wearing full Red Zone PPE.
- Any inmate returning a positive result to a RAS must be isolated by centre staff and referred to JH&FMHN or private health provider for review.
- If testing cannot be undertaken, inmates cannot depart from the centre to participate in the ELP.
- Where possible, utilise a wing/honour house specifically for external leave inmates and remove/minimise opportunities for external leave inmates to associate with non-external leave inmates.
- ELP inmates are required to wear face masks, when moving through the centre, and particularly when in contact with any other inmates not living inside their unit.
- If an inmate returns a positive RAS test, is symptomatic, or has been identified as a high-risk close contact, an isolation placement is required until cleared by JH&FMHN or private health provider.
- Any ELP inmate regressed in classification, should be monitored for COVID-19 symptoms, given their potential exposure in the community as part of the ELP.
- Inmates participating in the ELP to be accommodated together (if possible) and away from other large accommodation areas in order to mitigate risk of transmission, this might also include one-out cell placement if required.
- Temperature checking and screening for symptoms to be undertaken prior to leaving the centre and upon return from external leave activities for all inmates.
- The employer or educational facility must advise the correctional centre staff if any person at the workplace/educational place is isolating due to being a close contact or has tested positive to COVID 19.
- Correctional centre staff must provide inmates with surgical masks for use on either public transport or when being transported by CSNSW to and from work/appointment locations. Inmates participating in the ELP must adhere to all hand hygiene protocols and physical distancing in the correctional centre and work location.



- Employers must provide approved COVID 19 Safe Plans to the External Electronic Monitoring Group prior to the commencement of the ELP activity. A copy of this COVID 19 Safe Plan is to be provided to the centre.

#### **Additional Requirements for all day and weekend leave:**

- When completing the Sponsor Form, the sponsor must declare if any household member has been identified as close contact, has been infected, or symptomatic.
- Inmates engaging in social activities/all day and weekend leave are to be RAS tested prior to leaving the centre and upon return. Should a participant identify symptoms or be observed as having symptoms they must be referred to JH&FMHN for assessment.
- The inmate sponsor must advise the 24hour Electronic & External Monitoring Group number (ph.: 1300 883 708) if any person at home or any person who has attended the excursion, is isolating due to being a close contact or has tested positive to COVID-19.
- Correctional centres are to employ a controlled response to pick up and return an inmate to a correctional centre after a report of possible COVID-19 exposure.
- When a controlled pick up is not available, and where possible, the inmate is to be returned by the sponsor via private transport. If this option is not available, then the Governor or MOS may extend the section 26 for no more than 2 days whilst special transport is arranged. In the case of needing to extend the section 26 to manage a COVID-19 case, it is recommended this decision be escalated to the responsible Director, Custodial Corrections, by the Governor/MOS of the centre to approve.
- When an inmate cannot be quarantined in their centre, the Governor or MOS is to consult with the COVID-19 Command Post to negotiate an action plan in accordance with the quarantine/isolation guidelines. If required, the centre can then issue a section 23 and have the inmate moved to the nearest correctional centre with quarantine/isolation availability.
- Inmates and their sponsors are encouraged to preference outdoor settings when undertaking excursions.

#### **Sponsor and household members vaccination requirements:**

- Sponsors are required to have received three doses of an approved COVID-19 vaccination.
- It is recommended that all household members over 5 years of age be vaccinated.
- It is the responsibility of the sponsor to provide their evidence of vaccination status at the time of the sponsor interview.



## Vaccination Medical Contraindication

- Sponsors with a valid COVID-19 medical contraindication exemption will be accepted and must provide proof of an existing medical contraindication.
- An acceptable proof of a 'Medical contraindication' will be:
  - A copy of the immunisation history statement.
  - COVID-19 digital certificate. In the case where the medical contraindication is for a temporary period of time, the COVID-19 digital certificate will show a "Valid to" date.
- Sponsors who have recently contracted COVID-19 may defer their vaccination for up to 12 weeks. In such cases, sponsors must provide a current temporary medical contraindication with the "Valid to date" on their COVID-19 digital certificate.

CSNSW reserves the right to suspend inmate external leave activities in response to any operation or COVID 19 related issues or risks identified. CSNSW will consult with NSW Health regarding COVID 19 prevalence in the community and any risk this may pose to ELP activities across the state.



**Kevin Corcoran PSM**  
**Commissioner**  
6 September 2022





## Commissioner's Instruction

No: 38 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – COVID-Safe practices for face-to-face meetings, staff training and parades**

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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 20/2020 'Novel Coronavirus COVID-19 Interim Measure - Brush Farm Corrective Services Academy – Increase of face-to-face training delivery' is rescinded and replaced by this Commissioner's Instruction.

This Commissioner's Instruction provides COVID-Safe Practices for Corrective Services NSW (CSNSW) locations to continue or resume face-to-face staff training and in-person meetings within all work locations. Additionally, it outlines COVID-Safe practices to adhere to during in-person ceremonies, parades, and other formal events at Brush Farm Corrective Services Academy (BFCSA) and custodial environments.

Key COVID-safe workplace measures will assist in your planning for safer work practices based on existing risk assessments.

#### **Face to face staff meetings and training**

Managers will need to comply with their COVID-19 risk assessments to ensure the guidelines outlined are implemented for face-to-face training/meetings to occur. Wherever possible, meetings and training should be held via online or telephone channels. This will support continued attendance for those who work remotely.

If face to face staff training or meetings occur, the following practices must be adhered to:

#### **Standard Conditions for Face-to-face staff meetings and training**

- Ensure the workplace has a current COVID-19 Safety Plan.



- Face mask use is strongly encouraged for all attendees.
- Areas used for training and meetings must be cleaned and sanitised after use.
- Promote good hand, sneeze and cough hygiene.
- Hand sanitiser stations should be made available throughout the site. Staff attending training or a meeting are requested to sanitise their hands upon arriving.
- Where the training/meeting is happening at a location that requires Rapid Antigen Testing, the staff must comply with this requirement using the Home Test Kit.
- Staff working at Community Corrections locations are only required to undertake a Rapid Antigen Test following an exposure to COVID-19 in the workplace using the COVID Risk Assessment Protocol.

#### **Specific conditions Staff meetings**

- Face to face meetings should have a limited timeframe.
- Hold essential face to face meetings in open areas if possible, or open windows or adjust air conditioning for more ventilation. Meeting rooms should be ventilated between use if possible.

#### **Specific conditions Staff training**

- Limiting breaks to a maximum of 30 minutes to minimise the risk of transmission.
- Attendees are not to engage in training if they are experiencing any symptoms associated with COVID-19.
- Attendees are not to engage in training if they have had high risk contact with a COVID-19 case in the past 14 days unless the organiser approves their attendance.
- Training materials/copies etc. can be placed in advance on desks/tables prior to staff attending the training or the meeting where practicable.

#### **Correctional centres, correctional complexes, or other high-risk locations**

In addition to the above COVID-Safe practices, all staff entering correctional centres, correctional complexes and other high-risk work locations must comply with CI 27/2022 – ‘Novel Coronavirus (COVID-19) Interim Measure – Updated criteria for entry into correctional centres, correctional complexes, other CSNSW locations’ (or any future CI that replaces It) which sets out the specific entry requirements to these work locations.

- Where training or meetings are conducted in correctional environments including residential and transitional centres, staff and visitors attending must submit to a Rapid Antigen Screening (RAS) test, unless it has been completed previously as part of the routine for entering the centre.
- If the meeting or training is held in a correctional environment including residential and transitional centres, staff and facilitators must adhere to Personal Protective Equipment (PPE) requirements as applicable.
- It is encouraged that parades at correctional centres are conducted in outdoor settings where possible. Staff attending the parades must follow existing risk mitigations for PPE within their centre.



**In-person parades, ceremonies, and events at Brush Farm Academy:**

It is integral that the following safety measures be applied during events, parades, and ceremonies to reduce the risk of transmission in a large setting. The Protocol Officer is responsible for ensuring compliance with all COVID-Safe guidelines:

- Ensure the COVID-19 Safety Plan is current and in place for BFCSA.
- Upon arriving at the site, all attendees (including community, family members and government personnel external to CSNSW) are asked screening questions.
- Staff undertaking initial screening of visitors are required to wear a surgical mask and practice good hand hygiene regularly.
- The ceremony is conducted outdoors, and face masks are encouraged, and are to be made available by BFCSA.
- All staff preparing and distributing food are to use gloves/masks and follow COVID-safe practices.
- CSNSW staff attending a parade are to ensure that at-home RAS testing is conducted in the morning, with a negative result being received.
- Hand sanitiser stations are made available throughout the site (including on the Parade Ground and Bistro). Attendees are requested to sanitise their hands upon arriving at the event and Bistro and are encouraged to do so upon departing (where possible).
- Strict cleaning regimes continue to apply to different areas across the site.

Note: CSNSW events conducted at locations other than CSNSW locations will only have to adhere with Community Health Guidelines.



**Kevin Corcoran PSM**  
**Commissioner**  
5 October 2022





## Commissioner's Instruction

No: 39 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Updated criteria for entry into correctional centres, correctional complexes, other CSNSW locations, and working across multiple locations**

### 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 27/2022 – '*Updated criteria for entry into correctional centres, correctional complexes, other CSNSW locations, and working across multiple locations*', is rescinded, and replaced by this Commissioner's Instruction (CI).

This Instruction sets out the requirements to allow entry to correctional centres and all other Corrective Services NSW (CSNSW) locations including privately operated centres. This Instruction does not provide guidelines for in-person social visits – please refer to CI 40/2022 or relevant updated Instruction.

### Entry requirements

All persons entering correctional centres, complexes and other CSNSW work locations must:

- Provide relevant personal details to assist with contact tracing where required.
- Comply with all screening protocols.
- Comply with Rapid Antigen Screening (RAS) testing, where applicable.
- All visitors and staff members are to wear appropriate Personal Protective Equipment (PPE) as instructed by Commissioner's Instruction '*Novel Coronavirus (COVID-19) Interim Measure – Update to Zones and Minimum Personal Protective Equipment*' or relevant updated instruction.
- PPE is to be supplied and made available by the CSNSW location to facilitate compliance with this standard.





Any person who meets one or all of the following criteria must not enter a CSNSW work location:

- If they are currently positive to COVID-19 and/or isolating under current health guidelines.
- If they are experiencing any COVID-19 symptoms unless medically cleared.
- If they have been advised by their manager or the COVID-19 Command Post not to return to work.
- If they refuse RAS testing as requested by management.

### **Rapid Antigen Screening (RAS)**

- Where RAS testing is in place, any person seeking to enter a CSNSW work location or correctional complex must submit to RAS testing and return a negative result.
- Each CSNSW work location, in consultation with the Command Post and relevant stakeholders, will determine the frequency, procedures and recording of RAS testing.
- Where available, at home RAS testing must be undertaken by staff unless exempt by the Command Post.
- Staff must submit their RAS test results through the Pantonic Portal. Photos of completed tests emailed to managers cannot be verified and will not be accepted. Any staff unable to add a test result to the Pantonic portal must undertake a RAS test onsite prior to entry.
- Submitted RAS tests must be verified by local management prior to entry.
- Onsite RAS testing must also be accessible to facilitate the supervised testing of staff and contractors/professional visitors, prior to entry into high-risk workplaces.
- Staff working in Correctional Centres and Transitional Centres identified as a “High-Risk Close Contact” must complete daily supervised RAS testing prior to entry and complete a secondary RAS test if working more than 10 hours, for 14 days following exposure.
- Staff working in Residential Facilities identified as a “High-Risk Close Contact” are required to RAS test at home daily for the 14 days following exposure, before attending the workplace. Staff must complete a secondary RAS test if they are working more than 10 hours.
- Staff working in Community Corrections office locations are required to RAS test following an exposure to COVID-19 in the workplace as assessed by the COVID Risk Assessment Protocol (e.g., a staff member has been assessed as a moderate or high risk) or where the use of a RAS test is likely to assist in mitigating significant operational impacts. Staff working in Community Corrections office locations identified as a “High-Risk Close Contact” are required to RAS test at home daily for 7 days following exposure, before attending the workplace.
- If a person tests positive on RAS they must not enter a CSNSW work location and must follow current health advice.
- Local management must monitor and ensure compliance with RAS testing protocols.
- Local management is responsible for the ordering of RAS tests as required.



## **RAS exemptions**

- A person who has had a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for a set period, as per NSW Health advice, regardless of symptoms (unless otherwise directed by NSW Health).
- When registering your RAS test through Service NSW, you will be issued a Service NSW notice that you can use as proof of exemption when entering CSNSW work locations.
- A small number of individuals may provide false positives on RAS tests. In these circumstances RAS testing exemptions may be granted if the individual consistently tests positive on RAS tests whilst being COVID-19 negative. These exemptions are reviewed and provided by the RAS team. In this case, the individual will be required to complete a weekly PCR test and produce a valid exemption letter upon request by management.

## **Returning to work after a positive RAS**

Managers can approve staff who have recovered from COVID-19 to return to work using the following advice:

- Staff who have recovered from COVID-19 can return to work once 7 full days have passed from the date of the first positive COVID-19 test.
- Staff with persistent COVID-19 symptoms after day 7 will need to be medically cleared prior to returning to work.
- Staff that have recovered from COVID-19 are exempt from COVID-19 testing for a set period as per NSW Health guidelines post recovery, regardless of symptoms.
- Staff who have recently recovered from COVID-19 and are identified as a contact of someone with COVID-19 are not required to be tested or isolate for a set period as per NSW Health guidelines post recovery.
- Staff who develop COVID-19 symptoms four or more weeks post recovery must isolate and be tested for COVID-19.

Staff working in Community Corrections offices must follow the current NSW Health guidelines and have manager approval before returning after a positive RAS.

## **Staff who have returned from overseas**

Staff can return to work following an overseas trip if they:

- Have no COVID-19 symptoms
- Test as per the protocols set out for their work location
- Adhere to the PPE settings for their workplace

If symptoms emerge, the staff member must notify their manager and follow the normal COVID-19 protocols including

- Not attending the workplace while unwell
- Get tested for COVID-19

## **Requirements for personnel working across multiple locations**

All CSNSW staff, third party providers, contractors and professionals who are required to work across multiple sites must adhere to RAS testing and all other entry requirements at the site they are entering. RAS test results remain valid across multiple sites and must be produced upon request.

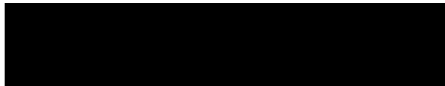


**Required action if a person fails to meet entry criteria**

Any person who refuses to undertake RAS testing or answer any screening questions, is to be refused entry to the location.

**Emergency response exemption**

Emergency personnel responding to a correctional centre/complex emergency are exempt from screening conditions (for example Security Operations Group (SOG), Fire Safety and Environmental Risk Management Unit (FSERMU), NSW Police, NSW Fire and Rescue, NSW Ambulance etc.).



**Kevin Corcoran PSM**  
**Commissioner**  
5 October 2022





## Commissioner's Instruction

No: 40 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Resumption of Family and Friends Visits – Phase 4**

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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 28/2022 '*Novel Coronavirus (COVID-19) Interim Measure – Resumption of Family and Friends Visits – Phase 3*', is rescinded and replaced by this Instruction.

From 10 October 2022 until further notice, Phase 4 visits to correctional, residential and transitional centres will continue in accordance with the requirements set out in this Commissioner's Instruction.

In-person social visits to all correctional, residential and transitional centres will be subject to the following conditions.

#### **Phase 4 specific conditions**

A COVID-19 positive inmate, an inmate who is in quarantine or clinical isolation, is not eligible for an in-person visit.

From 10 October 2022, vaccinations are no longer required for visitors. Inmates are still required to be triple-vaccinated to receive in-person social visits. Inmates with medical contraindications, confirmed by Justice Health & Forensic Mental Health Network (JH&FMHN) or Private Centre Health Provider are permitted to have in-person social visits.

#### **Visits (time/numbers)**

Visits will run for a maximum of 60 minutes and must be pre-booked. An extended period of visit may be granted locally at the discretion of the Governor.

- A maximum of six (6) visitors per inmate, including children of any age.
  - A maximum of four (4) adult visitors are permitted.





- Visitors under the age of 18 years must be accompanied by an adult.

### **RAS testing**

- All visitors aged five (5) years and above are to undertake a Rapid Antigen Screening (RAS) test onsite prior to entry into the correctional centre
  - **Children aged 5-11 years:** accompanying adult visitor to supervise testing
  - **Visitors aged 12+ years:** may self-administer the RAS.
- Visitors may provide a medical certificate or Service NSW notice confirming the date of person's clearance from COVID-19 infection and exemption from RAS testing for four (4) weeks, as per the relevant Public Health Order.

### **Masks**

- All inmates, and visitors aged five (5) years and above must wear a Corrective Services NSW (CSNSW) supplied surgical face mask for the duration of the visit. No mask exemptions will be accepted.
- Masks may only be removed when actively eating or drinking.

### **Groups of visitors**

- Movement between groups of visitors is not permitted.
- Members from the same household visiting the same inmate are not required to socially distance. Families are encouraged to maintain personal space from other groups. Children should be supervised by the parent/carer/inmate throughout the visit.

## **ADDITIONAL (GENERAL) CONDITIONS FOR VISITS**

### **Hygiene and Personal Protective Equipment (PPE) requirements**

- Visitors and inmates must practice covid safe hygiene practices and wear masks.
- Visitors and inmates must sanitise or wash hands prior to the start of the visit and at the end of the visit once masks are removed.

### **Permissible contact**

- Contact between inmates and visitors may now return to pre-COVID settings as per normal visits Local Operating Procedures.

### **Consumables and playground area**

At Local Management discretion:

- The consumption of food and drinks can be permitted during visits.
- Playgrounds can be opened and used by children during visits.

### **Staff PPE requirements**

- CSNSW staff are to continue to comply with PPE requirements as per Commissioner's Instructions when interacting with inmates and visitors.

Video visits will continue to be available at all correctional centres.

### **Visitors will not be permitted entry to a NSW correctional centre for an in-person visit if they:**

- Have COVID-19 symptoms



- Are waiting for a COVID-19 test result.
- Refuse a Rapid Antigen Screening (RAS) test at the point of entry
- Or anyone they have travelled with, or are intending to visit with, test positive on the RAS test.
- Have been exposed to COVID-19 unless they have completed their self-isolation and testing requirements.
- Have had high risk exposures (in accordance with Health Guidelines), they must not enter high risk settings for at least seven (7) days since their exposure to a COVID-19 positive person.
- Refuse to answer any screening questions.

**Visitor restrictions**

Existing processes will apply to restrictions or prohibitions for visits. Failure to adhere to the requirements set out in this Commissioner’s Instruction may result in restrictions or prohibitions being imposed on an inmate or visitor by local authorised officers.

**Signage**

Correctional centres are to display COVID-Safe signage in and around the visits area.

**Centre outbreaks and screening**

For centres with current outbreaks, a plan regarding visits will be developed in conjunction with the COVID-19 Command Post and Population Health.

**Progression to Business as Usual (BAU) with less restrictions**

Any changes to these conditions or progression to less restrictive BAU measures will be made by way of a new Commissioner’s Instruction once Phase 4 has been reviewed.



**Kevin Corcoran PSM  
Commissioner**

3 October 2022





## Commissioner's Instruction

No: 41 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Update to External Leave Program (ELP) requirements – Stage 3 – Amended**

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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 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 37/2022 '*Reduced surveillance of Rapid Antigen Screening Testing for External Leave Programs participants – Stage 3*' is rescinded and replaced by this Commissioner's Instruction.

The *Crimes (Administration of Sentences) Act 1999* makes provision under section 6(2) and section 26 for inmates in a range of circumstances to be temporarily absent from a correctional centre or correctional complex.

As of 30 May 2022, the following external activities and programs facilitated under section 6(2)(c) and section 26 of the *Crimes (Administration of Sentences) Act 1999* are permitted to recommence subject to several risk mitigation strategies in response to COVID-19:

- Work Release Program, section 6.2 off complex.
- All education and training outside the correctional complex.
- Relevant activities undertaken by "Stage 2" inmates at the Compulsory Drug Treatment Correctional Centre under the provisions of section 106D(3).
- Social Leave activities / All day and weekend leave.

Any correctional centre operating inmate external leave programs, transitional centres and the Compulsory Drug Treatment Correctional Centre are required to implement the below COVID 19 risk mitigation strategies for their external leave program/s in addition to complying with their existing pandemic plan. An updated pandemic plan and COVID-19 Workplace Safety Plan must be reviewed and approved by the Governor or Manager of Security (MOS) of the correctional centre prior to recommencement or continuation of external leave activity.



### **Standard COVID-19 Risk Mitigation Strategies for ELP:**

- Inmates engaging in ELP must have had three doses of the COVID-19 vaccine.
- Inmates with medical contraindications, confirmed by Justice Health & Forensic Mental Health Network (JH&FMHN) or Private Centre Health Provider are eligible to apply for ELP but an additional assessment may be undertaken in regards to works release/education/vocational training locations and suitability /risk.
- An inmate who has contracted COVID-19 is exempt from getting their next vaccine for 12 weeks. During the 12 week exemption period the inmate can still participate in ELP.
- Inmates engaging in ELP activities must undertake a Rapid Antigen Screening (RAS) test every 48 hours prior to leaving the correctional centre.
- RAS testing in the first instance should be facilitated by Justice Health & Forensic Mental Health Network (JH&FMHN) staff or Private Centre Health Provider staff locally. If JH&FMHN or Private Centre Health Provider staff are not able or available to test inmates for the purposes of the ELP, CSNSW/private provider staff trained in the supervision of RAS, can supervise those inmates self-administering the RAS test, whilst wearing full Red Zone PPE.
- Any inmate returning a positive result to a RAS must be isolated by centre staff and referred to JH&FMHN or private health provider for review.
- If testing cannot be undertaken, inmates cannot depart from the centre to participate in the ELP.
- Where possible, utilise a wing/honour house specifically for external leave inmates and remove/minimise opportunities for external leave inmates to associate with non-external leave inmates.
- ELP inmates are required to wear face masks, when moving through the centre, and particularly when in contact with any other inmates not living inside their unit.
- If an inmate returns a positive RAS test, is symptomatic, or has been identified as a high-risk close contact, an isolation placement is required until cleared by JH&FMHN or private health provider.
- Any ELP inmate regressed in classification, should be monitored for COVID-19 symptoms, given their potential exposure in the community as part of the ELP.
- Inmates participating in the ELP to be accommodated together (if possible) and away from other large accommodation areas to mitigate risk of transmission, this might also include one-out cell placement if required.
- Screening for symptoms is to be undertaken prior to leaving the centre and upon return from external leave activities for all inmates.
- The employer or educational facility must advise the correctional centre staff if any person at the workplace/educational place is isolating due to being a close contact or has tested positive to COVID-19.
- Correctional centre staff must provide inmates with surgical masks for use on either public transport or when being transported by CSNSW to and from work/appointment locations. Inmates participating in the ELP must adhere to all hand hygiene protocols and physical distancing in the correctional centre and work location.
- Employers must provide approved COVID-19 Safe Plans to the External Electronic Monitoring Group prior to the commencement of the ELP activity. A copy of this COVID-19 Safe Plan is to be provided to the centre.





**Additional requirements for all day and weekend leave:**

- When completing the Sponsor Form, the sponsor must declare if any household member has been identified as close contact, has been infected, or symptomatic.
- Inmates engaging in social activities/all day and weekend leave are to be RAS tested prior to leaving the centre and upon return. Should a participant identify symptoms or be observed as having symptoms they must be referred to JH&FMHN for assessment.
- The inmate sponsor must advise the 24hour Electronic & External Monitoring Group number (ph.: [REDACTED]) if any person at home or any person who has attended the excursion, is isolating due to being a close contact or has tested positive to COVID-19.
- Correctional centres are to employ a controlled response to pick up and return an inmate to a correctional centre after a report of possible COVID-19 exposure.
- When a controlled pick up is not available, and where possible, the inmate is to be returned by the sponsor via private transport. If this option is not available, then the Governor or MOS may extend the section 26 for no more than 2 days whilst special transport is arranged. In the case of needing to extend the section 26 to manage a COVID-19 case, it is recommended this decision be escalated to the responsible Director, Custodial Corrections, by the Governor/MOS of the centre to approve.
- When an inmate cannot be quarantined in their centre, the Governor or MOS is to consult with the COVID-19 Command Post to negotiate an action plan in accordance with the quarantine/isolation guidelines. If required, the centre can then issue a section 23 and have the inmate moved to the nearest correctional centre with quarantine/isolation availability.
- Inmates and their sponsors are encouraged to preference outdoor settings when undertaking excursions.

CSNSW reserves the right to suspend inmate external leave activities in response to any operation or COVID-19 related issues or risks identified. CSNSW will consult with NSW Health regarding COVID-19 prevalence in the community and any risk this may pose to ELP activities across the state.

[REDACTED]

**Kevin Corcoran PSM  
Commissioner**

5 October 2022

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## Commissioner's Instruction

No: 42 / 2022

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – **Updated criteria for entry into correctional centres, correctional complexes, other CSNSW locations, and working across multiple locations**

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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 39/2022 – '*Updated criteria for entry into correctional centres, correctional complexes, other CSNSW locations, and working across multiple locations*', is rescinded, and replaced by this Commissioner's Instruction (CI).

This Instruction sets out the requirements to allow entry to correctional centres and all other Corrective Services NSW (CSNSW) locations including privately operated centres. This Instruction does not provide guidelines for in-person social visits – please refer to CI 40/2022 or relevant updated Instruction.

### Entry requirements

All persons entering correctional centres, complexes and other CSNSW work locations must:

- Provide relevant personal details to assist with contact tracing where required.
- Comply with all screening protocols.
- Comply with Rapid Antigen Screening (RAS) testing, where applicable.
- All visitors and staff members are to wear appropriate Personal Protective Equipment (PPE) as instructed by Commissioner's Instruction '*Novel Coronavirus (COVID-19) Interim Measure – Update*



*to Zones and Minimum Personal Protective Equipment'* or relevant updated instruction.

- PPE is to be supplied and made available by the CSNSW location to facilitate compliance with this standard.

Any person who meets one or all of the following criteria must not enter a CSNSW work location if they:

- Are currently positive to COVID-19.
- Are experiencing any COVID-19 symptoms unless medically cleared.
- Have been advised by their manager or the COVID-19 Command Post not to return to work.
- Refuse RAS testing as requested by management.

### **Rapid Antigen Screening (RAS)**

- Where RAS testing is in place, any person seeking to enter a CSNSW work location or correctional complex must submit to RAS testing and return a negative result.
- Each CSNSW work location, in consultation with the Command Post and relevant stakeholders, will determine the frequency, procedures and recording of RAS testing.
- Where available, at home RAS testing must be undertaken by staff unless exempt by the Command Post.
- Staff must submit their RAS test results through the Pantonic Portal. Photos of completed tests emailed to managers cannot be verified and will not be accepted. Any staff unable to add a test result to the Pantonic portal must undertake a RAS test onsite prior to entry.
- Submitted RAS tests must be verified by local management prior to entry.
- Onsite RAS testing must also be accessible to facilitate the supervised testing of staff and contractors/professional visitors, prior to entry into CSNSW workplaces.
- If a person tests positive on RAS test they must not enter a CSNSW work location.
- Local management must monitor and ensure compliance with RAS testing protocols.
- Local management is responsible for the ordering of RAS tests as required.

### **“High-Risk Close Contact” RAS Testing**

- All CSNSW staff are classed as critical workers and are exempt from isolating if they are identified as “High-Risk Close Contacts”.
- Staff working in correctional centres and transitional centres identified as a “High-Risk Close Contact” must wear a P2/N95 mask, complete daily supervised RAS testing prior to entry and complete a secondary RAS test if working more than 10 hours, for 14 days following exposure.
- Staff working in residential centres identified as a “High-Risk Close Contact” are required to wear a P2/N95 mask and RAS



test at home daily for the 14 days following exposure, before attending the workplace. Staff must complete a secondary RAS test if they are working more than 10 hours.

- Staff working in Community Corrections office locations are required to wear a mask, RAS test following an exposure to COVID-19 in the workplace as assessed by the COVID Risk Assessment Protocol (e.g., a staff member has been assessed as a moderate or high risk) or where the use of a RAS test is likely to assist in mitigating significant operational impacts. Staff working in Community Corrections office locations identified as a “High-Risk Close Contact” are required to RAS test at home daily for 7 days following exposure, before attending the workplace.
- Staff working in Head Office locations are required to wear a mask, RAS test at home daily for the 7 days following exposure, before attending the workplace. Staff must complete a secondary RAS test if they are working more than 10 hours.
- Any staff member visiting a correctional, transitional, or residential centre after classification as a “High-Risk Close Contact” is required to wear a P2/N95 mask and RAS test daily for 14 days following exposure.

### **RAS exemptions**

- A person who has had a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for a set period, as per NSW Health advice, regardless of symptoms (unless otherwise directed by NSW Health).
- When registering your RAS test through Service NSW, you will be issued a Service NSW notice that you can use as proof of exemption when entering CSNSW work locations.
- A small number of individuals may provide false positives on RAS tests. In these circumstances RAS testing exemptions may be granted if the individual consistently tests positive on RAS tests whilst being COVID-19 negative. These exemptions are reviewed and provided by the RAS team. In this case, the individual will be required to complete a weekly PCR test and produce a valid exemption letter upon request by management.

### **COVID-19 Isolation Requirements for CSNSW locations**

CSNSW staff who test positive to COVID-19 are not to attend the workplace for the time periods outlined below:

- Staff working in or visiting correctional, residential and transitional centres are not to attend the workplace for a full 7 days after testing positive. This includes CSI workplaces with inmates present.
- Staff working in Head Office and Community Corrections Office locations are not to attend the workplace for a full 5 days after testing positive. Where possible and appropriate, staff may work from home as long as they are well enough and after consultation with their manager.





## Returning to work after a COVID-19 infection

Managers can approve staff who have recovered from COVID-19 to return to work using the following advice:

Setting	Return to work guidelines
<p><b>Correctional, Residential and Transitional Centres (including CSI workplaces with inmates present)</b></p>	<ul style="list-style-type: none"> <li>• Staff who have recovered from COVID-19 can return to work once 7 full days have passed from the date of the first positive COVID-19 test.</li> <li>• Staff with persistent COVID-19 symptoms after day 7 will need to be medically cleared prior to returning to work.</li> <li>• Staff that have recovered from COVID-19 are exempt from COVID-19 testing for a set period as per NSW Health guidelines post recovery, regardless of symptoms.</li> <li>• Staff who develop COVID-19 symptoms four or more weeks post recovery must not attend the workplace and be tested for COVID-19.</li> </ul>
<p><b>Head Office and Community Corrections Offices</b></p>	<ul style="list-style-type: none"> <li>• Staff who have recovered from COVID-19 can return to work once 5 full days have passed from the date of the first positive COVID-19 test.</li> <li>• Staff with persistent COVID-19 symptoms after day 5 will need to be medically cleared prior to returning to work.</li> <li>• Staff that have recovered from COVID-19 are exempt from COVID-19 testing for a set period as per NSW Health guidelines post recovery, regardless of symptoms.</li> <li>• Staff who develop COVID-19 symptoms four or more weeks post recovery must not attend the workplace and be tested for COVID-19.</li> </ul>

## Staff who have returned from overseas

Staff can return to work following an overseas trip if they:

- Have no COVID-19 symptoms
- Test as per the protocols set out for their work location
- Adhere to the PPE settings for their workplace



If symptoms emerge, the staff member must notify their manager and follow the normal COVID-19 protocols including

- Not attending the workplace while unwell
- Get tested for COVID-19

### **Requirements for personnel working across multiple locations**

All CSNSW staff, third party providers, contractors and professionals who are required to work across multiple sites must adhere to RAS testing and all other entry requirements at the site they are entering. RAS test results remain valid across multiple sites and must be produced upon request.

### **Required action if a person fails to meet entry criteria**

Any person who refuses to undertake RAS testing or answer any screening questions, is to be refused entry to the location.

### **Emergency response exemption**

Emergency personnel responding to a correctional centre/complex emergency are exempt from screening conditions (for example Security Operations Group (SOG), Fire Safety and Environmental Risk Management Unit (FSERMU), NSW Police, NSW Fire and Rescue, NSW Ambulance etc.).



**Kevin Corcoran PSM**  
**Commissioner**  
**14 October 2022**





## Commissioner's Instruction

No: 44 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Update to Management of Inmate Escorts for Court Locations**

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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 07/2022 *Interim Measure – Update Management of Inmate Escorts for Court Locations*, is rescinded and replaced by this Instruction.

This instruction applies to movements of inmates in CSNSW correctional centre locations, including privately operated centres.

Correctional Centre and Court Escort Security Unit (CESU) Officers must ensure a 'Court Attendance Checklist' is completed for every inmate being escorted from a correctional centre to attend court.

All inmates should be screened on return from a court escort by a Justice Health & Forensic Mental Health (JH&FMHN) Nurse, or Private Centre Health Provider.

All inmates in the reception / intake area are encouraged to wear a surgical mask.

Any Corrective Services NSW (CSNSW) or other staff in direct contact with an inmate while in a court location must be wearing the appropriate level of Personal Protective Equipment (PPE) as per the current Commissioner's Instruction. If any person requiring contact with an inmate does not have appropriate PPE, CESU Officers will provide it to them.

If an inmate displays any COVID-19 signs or symptoms, they are to be immediately isolated and managed as a suspected COVID-19 inmate. Signs or symptoms may include, but are not limited to:

- Fever at or above 37.5°C, or
- history of fever (e.g., night sweats, chills) or



- any acute respiratory infection symptoms (e.g. sore/scratchy throat, cough, shortness of breath) or
- loss of smell or loss of taste.

[REDACTED]

**Kevin Corcoran PSM  
Commissioner**

**14 November 2022**

[REDACTED]  
[REDACTED]  
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[REDACTED]  
[REDACTED]  
[REDACTED]







## Commissioner's Instruction

No: 45 / 2022

### For the information of all CSNSW staff

**Subject: Novel Coronavirus (COVID-19) Interim Measure – Update to Zones and Minimum Personal Protective Equipment (PPE) for CSNSW staff and inmates**

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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 33/2022 '*Novel Coronavirus (COVID-19) Interim Measure – Update to Zones and Minimum Personal Protective Equipment (PPE) Requirements*' and Commissioner's Instruction 57/2021 '*Management of Inmate Sweepers working in Identified RED ZONE areas*' is rescinded and replaced by this Instruction.

Until further notice, the following minimum requirements apply to CSNSW workplaces.

#### **DEFINITIONS**

**Direct inmate contact:** when a staff member is within 1.5m of an inmate or in the same small, enclosed area or during an aerosol generating event (coughing, spitting, yelling or use of force).

#### **DEFINITION OF ZONES**

##### **Red Zone Areas**

A Red Zone is defined as any area (e.g., a cell) where a COVID-19 positive or a quarantined/isolated inmate is located.

Red Zone PPE must be worn by:

- staff who are in direct inmate contact with a COVID-19 positive inmate/s and,
- inmates or offenders working in areas where they are in direct contact with a COVID-19 positive inmate/s.



## Orange Zone Areas

An Orange Zone is defined as any area where inmates/offenders are present.

## Green Zone Areas

A Green Zone is defined as any:

- **Indoor area** where no inmates are present (e.g., office spaces, unused wings, tea rooms).
- **Outdoor area** where staff are not in direct inmate contact (including large open spaces such as ovals, exercise yards and outdoor worksites).

PPE should be easily accessible in all Zones for staff use. Staff should carry a mask with them when in Green Zone Areas, to be worn if interacting with an inmate.









## Staff performing hospital guard duties (for the duration of the escort)

Staff escorting inmates must wear Orange Zone level PPE as a minimum.

Where there is direct contact with a COVID-19 positive inmate or offender, or if the hospital requires a higher level of PPE, staff must follow relevant PPE requirements.

Note: A General Manager (GM) or Manager of Security (MOS) in consultation with the CSNSW Command Post may determine that a higher level of PPE is required to be worn by staff at their centre, or in a specific area. This may occur in the event of an outbreak of COVID-19 or to prevent the transmission of COVID-19.

## Staff and inmate PPE requirements

Red Zone PPE Requirements	
<p><b>P2/N95 mask, face shield/safety goggles:</b> minimum requirement</p> <div style="display: flex; justify-content: space-around; align-items: center;">    </div>	<p><b>Disposable gloves, long sleeve gown:</b></p> <p><b>ONLY</b> when coming into direct contact with a COVID-19 positive inmate/ offender where there is risk of exposure to blood or other bodily fluids.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
Orange Zone PPE	
<p><b>Surgical mask:</b> at all times, as a minimum.</p>	<div style="display: flex; justify-content: space-around;">   </div>
Green Zone PPE	
<p><b>Surgical mask:</b> strongly recommended. Must remain available to staff.</p>	

**Note:** Staff may choose to wear additional PPE in Orange and Green Zones.

## **PPE REQUIREMENTS**

### **PPE requirements for inmates**

Inmates must be offered access to surgical masks in the following situations. When:

- managed in isolation or identified as a close contact and out of cell
- out of cell, and housed in the: Kevin Waller Unit, Aged Care and Rehabilitation Unit, or the Medical Subacute Unit
- moving through a correctional centre reception room/intake, on escort and attending court/AVL
- performing inmate sweeper duties

Inmate hygiene crews must be supplied with appropriate PPE to decontaminate any area.

### **PPE requirements for visitors, contractors, and third parties**

Contractors, third parties and official visitors entering correctional centres must follow the same PPE requirements as staff.

### **PPE requirements for inmate social visit areas**

During an inmate social visit, all inmates and visitors are required to wear Orange Zone PPE for the duration of the visit.

### **Supply of face masks**

Only face masks procured through Corrective Services Industries (CSI) are approved to be worn by staff, inmates, and visitors.

### **PPE ordering and stock**

Managers at all centres/CSNSW work locations are to ensure adequate levels of PPE stock are maintained, so in the event of an outbreak or increase in PPE requirements, the site can respond quickly. PPE must be readily available for staff, visitors and inmates to use.

PPE must be ordered from CSI, using the Critical Goods Order Form. Forms must be submitted to [REDACTED]

### **Face mask exemptions**

Where a staff member is unable to wear a CSI supplied face mask due to a physical or medical condition, disability or other identified condition, an exemption can be sought.

To seek an exemption, staff must speak with their manager. A risk assessment must be undertaken at the local level in consultation with the GM/MOS.

[REDACTED]  
**Kevin Corcoran PSM**  
**Commissioner**  
**15 December 2022**

[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]





## Commissioner's Instruction

No: 46 / 2022

### For the information of all CSNSW staff

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

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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**

The following Commissioner's Instruction 36/2022 '*Novel Coronavirus (COVID-19) Interim Measure - Update to Inmate Movements and Staging*' is 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, the Court Escort Security Unit (CESU) and Classification and Placement. The SPM will also provide advice to the Command Post.
- Movement of any inmate who is currently in quarantine/isolation must be managed in line with isolation/quarantine inmate protocols, until the quarantine/isolation period has been completed and they have been cleared by Justice Health & Forensic Mental Health Network (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

- SPM will not co-ordinate the transfer of any inmate until JH&FMHN / private health providers have provided advice on the inmate's quarantine/isolation status.
- SPM will liaise with the Inmate Transfers Unit prior to finalising the list of transfers.
- Any inmate being transferred from the Metropolitan Remand and Reception Centre (MRRC) through to northern correctional centres will continue to be transited through Kariong Correctional Centre.
- Inmate sweepers working in Red Zone Areas 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. Red Zone Area sweepers must adhere to Red Zone Personal Protective Equipment (PPE) requirements at all times.

## Movements to Hunter and Macquarie Correctional Centre

- All inmates moved to Hunter or Macquarie Correctional Centres must complete a five-day staging period at the location.
- 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.
- The Governor is responsible for the monitoring and clearing of inmates from the JH&FMHN / private health providers.
- Any inmate who has been cleared from being COVID-19 positive, within the last month, is required to complete the staging period and be cleared via the Nurse Unit Manager (NUM) on site.



**Kevin Corcoran PSM**  
**Commissioner**  
**15 December 2022**





## Commissioner's Instruction

No: 65 / 2021

### For the information of all CSNSW staff

**Subject:** Novel Coronavirus (COVID-19) Interim Measure – Update to PPE Requirements – Statewide RED ZONE

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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 63/2021 'Minimum Personal Protective Equipment (PPE) Requirements' is rescinded and replaced by this Commissioner's Instruction.

If sites have adequate PPE and are able to comply with this Commissioner's Instruction immediately, they should do so. For sites who require additional PPE, they should place their orders on **4 January 2022** and implement RED ZONE PPE compliance by **8 January 2022** at the latest.

Until further notice, the following minimum PPE requirements will apply to our workplaces:

#### **RED ZONES**

People working in the following areas must abide by the red zone PPE requirements:

##### **Red zone areas**

- All Correctional Centres including all clinic areas
- All Court and Police Cells.
- All inmate escorts (both Medical Escorts Unit and the Court Escort Security Unit transfers)
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct physical inmate/offender contact occurs.



## Red zone PPE

**P2/N95 mask**

**AT ALL TIMES**



**Face shield/safety goggles\***

**AT ALL TIMES**



**Disposable gloves**

**ONLY** when working in reception/intake, quarantine, isolation, staging areas, court cells locations and with COVID 19 positive inmates (including transport/escorts)



**Long sleeve gown**

**ONLY** when working in reception/intake, quarantine, isolation, staging areas, court cells locations and with COVID 19 positive inmates (including transport/escorts)



\*prescription glasses are not sufficient

## STAFF WORKING IN ALL OFFICE BASED SETTINGS

**Surgical mask** (at a minimum)



If office-based staff are passing through areas where there are inmates present, RED ZONE PPE IS TO BE WORN.

## PPE REQUIREMENTS FOR INMATES

Inmates will be issued surgical face masks if managed in isolation or in the Field Hospital.

Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit will be issued with surgical face masks anytime they are out of cell.

All inmates moving through a correctional centre reception room/intake, on escort and attending court will be issued a surgical face mask from the departing centre.

All inmates must be provided the opportunity and encouraged to wear a surgical mask when being escorted or moving around a correctional centre.

Inmate hygiene crews must continue to wear surgical masks at a minimum.

## PPE REQUIREMENTS FOR VISITORS/CONTRACTORS

Contractors and official visitors have the same requirements as staff.

