



MEMORANDUM

TO : All Regional Directors of the Jail Bureau
Provincial Jail Administrators
Wardens

ATTN : BJMPRO and Jail COVID-19 Task Forces

SUBJECT : **BJMP COVID-19 Advisory #5:**
IMPLEMENTATION OF ABSOLUTE LOCKDOWN IN ALL JAIL FACILITIES AND SUPPLEMENTAL GUIDELINES

DATE : MAR 19 2020

I. REFERENCES:

1. Presidential Proclamation No. 929 *Declaring a State of Calamity Throughout the Philippines due to Corona Virus Disease 2019* dated March 16, 2020;
2. Memorandum from the Executive Secretary on *Community Quarantine Over the Entire Luzon and Further Guidelines for the Management of the Corona Virus Disease (COVID-19) Situation* dated March 16, 2020;
3. Presidential Proclamation No. 922 *Declaring a State of Public Health Emergency throughout the Philippines* dated March 8, 2020;
4. BJMP OPLAN on the 2019 Novel Corona Virus dated March 10, 2020; and
5. Precautionary Measures re COVID-19 dated March 10, 2020.

II. ISSUES, CONCERNS, AND IMPLICATIONS:

1. Visitation activity and the handing-over of supplemental food/meal have been restricted/disallowed as an intensified precautionary measure in the prevention of entry and transmission of COVID-19 inside jails. **Thus, the only remaining possible entry/spread of the virus will now be through the movement of personnel going in and out of the jail premises.**
2. Aggressive actions to prevent the possible entry of COVID-19 are warranted to be strictly enforced to the fullest by all Wardens to prevent this foreseeable catastrophic scenario.

III. RECOMMENDED ACTIONS:

1. **Jail Lockdown.** The Philippines has been declared by the President to be in a State of Calamity due to the Coronavirus Disease 2019. The DOH further reports the significantly increasing number of COVID-19 infected persons. Due to limited testing kits, the identified confirmed cases may not be factual in the communities and its spread inside jail facilities is likely to happen. Thus all Jail Wardens are directed to **strictly observe absolute lockdown effective 12:00 NN of March 20, 2020.** This is an emergency measure or condition where jail personnel shall be temporarily prevented from entering or leaving the jail and its premises during the threat of COVID-19 contagion.

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2. **Personnel Deployment.** In the execution of a jail lockdown, the Warden, assisted by the Jail COVID-19 Task Force, must observe the following:

- a. Deployment of sufficient number of personnel inside the jail to manage jail operations for the entire duration of the lockdown. This includes the Jail Nurse which should not be multi-tasked to serve as the lead in the management of PDL and personnel classified as PUM, PUI and/or confirmed cases.
- b. **Maximize the number of personnel by establishing a detail of active-duty personnel** posted inside the facility to render duty in two (2) or three (3) shifts, but never a 24-hour duration.
- c. Establish a Jail COVID-19 Response Team that will serve as standby force stationed outside the jail facility tasked to support the jail in its sustenance and perimeter security, as replacement of personnel on lockdown in case of sickness, other valid cause, and other operational needs. It shall serve as the emergency team to convey PDL to and from the facility based on legal authority. They are restricted from entering the jail unless under extreme need/circumstance.
- d. For humanitarian consideration, personnel who underwent or are undergoing sessions of chemotherapy, undergoing dialysis, nursing mothers, and pregnant are excluded in this work scheme under BJMP COVID-19 Advisory #4. Instead, their work schedule depends on the guidance and sound discretion of their respective Wardens.

3. **Changing of the Guards.** The jail facility, through the Warden must:

- a. Define its hot zones (contaminated area) and cold zones (non-contaminated area) where personnel barracks be located, as well as the command post of the Jail COVID-19 Task Force. This shall define the zone of mobility within jail premises.
- b. Establish a decontamination procedure (cleaning, disinfection, and sterilization) during the changing of the guards. Incoming and outgoing duty personnel in the hot and cold zones must be guided by established precautionary measures (to be well defined by the Jail COVID-19 Task Force). This includes the setting-up of a decontamination station distinct for incoming and outgoing personnel, where they may undergo physical/body decontamination procedures (shower/bath with thoroughness, wrapping of used clothing in sealed plastic placed in sealed containers, and disinfection and sterilization of other duty paraphernalia used among others). This must be strictly observed before they undergo proper guard mounting and turnover of duties and responsibilities.
- c. Personnel who are experiencing COVID-19 symptoms such as fever, cough, and colds shall be escorted to the nearest medical station, health centers or hospital for proper medical examination. The medical advice of the attending physician shall serve as the basis to determine whether the personnel is fit to work or to observe self quarantine.

4. **Handling Jail Activities and Identification of Vulnerable Groups.** Jails are considered enclosed residential spaces, thus, PDL must observe community quarantine.¹ All PDL activities must be suspended in jails. PDL movement shall be limited to accessing basic necessities such as food and essential health services, however, provision of maintenance medicine and dietary/supplements as prescribed by the attending physician must be allowed for PDL with special needs subject to precautionary measures.

¹Pursuant to issued by Executive Secretary SALVADOR C MADIALDEA re: Community Quarantine Over Entire Luzon, dated March 16, 2020.

5. **Management of Vulnerable Groups.** The Jail Nurse must identify the PDL belonging to vulnerable groups who are more susceptible of contracting the coronavirus disease, such as but not limited to the following:

- a. With weakened immune system
- b. With Autoimmune diseases
- c. Underwent operation
- d. Senior citizens
- e. Pregnant
- f. Diabetic
- g. With hypertension
- h. Cardiovascular disease
- i. Chronic respiratory disease
- j. Cancer
- k. Other related diseases

Special precautionary measures must be established to ascertain their well-being.

6. **Food Supply and Management.** Strict guidelines and protocols on the handling, production, distribution and waste management related to food provision must be established to avoid contamination of COVID-19. The following must be observed:

- a. The handling of raw materials from its source (market, food suppliers, donations etc.) to its entry to jail facilities must be monitored compliant to BJMP COVID-19 Advisory #2, standard operating procedures, and other safety measures.
- b. Marketing personnel who is tasked to procure goods from the market or from other outside sources shall be prohibited from directly entering the jail facility. Goods shall be left secured in a sanitized area near the jail gate to be picked up by the food service supervisor.
- c. Kitchen facility maintenance must abide by:
 - 1) The conduct of regular disinfection
 - 2) Cleaning, provision of footwear and
 - 3) Health clearances for kitchen help/aide
 - 4) Observance of proper handwashing
 - 5) Pest control
 - 6) Restriction from access of unauthorized personnel/PDL
- d. The handling and distribution of food from the kitchen to PDL must be monitored and regulated by the designated personnel.
- e. Daily inspection by Wardens is a must.

7. **Jail Sanitation and Cleanliness.** Protocols to be observed in the upkeep of jail sanitation and cleanliness must be established by the Jail COVID-19 Task Force. This covers:

- a. Kitchen
- b. PDL cells
- c. Welfare and development work areas
- d. Office spaces
- e. Jail grounds (if any)
- f. Personnel quarters
- g. Other facilities inside the jail unit



Interventions may include:

- a. Restriction of kitchen to authorized persons only where established guidelines shall be observed particularly on food management (purchase, preparation, distribution, storage, and disposal). No sick personnel or PDL must be allowed entry thereto.
- b. Conduct of information drive on proper handwashing and maintenance of hygiene
- c. Regular facility disinfection including vehicles
- d. Foot baths at jails' entrance/access points
- e. Restrictions on hot and cold zones
- f. Establishment of a clean-up crew
- g. Use of mask
- h. Strict observance of social distancing
- i. Proper waste disposal

8. **Isolation Areas.** There shall be a designated cell/s for the isolation of suspected COVID-19 patients to prevent or minimize the spread of the disease. All jail health practitioners/workers must observe the necessary precautions to prevent the contagion of COVID-19. The use of personal protective equipment (PPE) must be worn whenever direct contact of the suspected COVID-19 patient is necessary and unavoidable.

In the absence of an isolation area particularly among heavily congested jails, the Regional Task Force must identify a facility within their jurisdiction for said purpose.

9. **Enhanced Communication Protocol and Awareness Interventions.** Physical contact with any of the support organizations, both government and non-government/private, must be restricted, hence, open communication lines must be established. The use of telecommunication and dispatch of correspondence shall be undertaken through digital or electronic means (such as e-mail system) supported by a **communication protocol to be established by the Jail COVID-19 Task Force**, duly coordinated and approved by the regional office and other partner organizations. Furthermore, PDL and personnel should be kept abreast of up-to-date information about COVID-19 through the periodic playing of audiovisual materials.

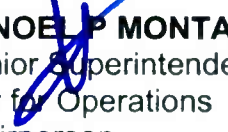
10. **Management of Donations.** The support of service providers, LGUs and other authorized sources through donation of goods to augment jail resource shall be turned over to the Jail's COVID-19 Task Force for its screening and equitable distribution. The management of all donation shall strictly abide by the provisions of BJMP COVID-19 Advisory #3.

11. Lifting of the lockdown in each jail facility must be with clearance from the National COVID-19 Task Force based on the recommendation of the Jail and BJMPRO COVID-19 Task Forces.

12. The BJMPRO COVID-19 Task Force shall strictly monitor the implementation of this advisory.

13. Be guided accordingly.

BY AUTHORITY OF THE CHIEF, BJMP:


BABY NOEL P MONTALVO
Jail Senior Superintendent
Director for Operations
Co-Chairperson,
BJMP National COVID-19 Task Force