



**San Francisco Juvenile Probation Department  
375 Woodside Avenue  
San Francisco, CA 94127**

## **Working to Keep Children Safe during COVID-19 Pandemic**

The San Francisco Juvenile Probation Department takes our duty to keep youth safe in the San Francisco Juvenile Hall and in the community, while navigating the ever-changing environment being impacted by COVID-19, extremely seriously. These are unprecedented times for our community and our nation. We have nimbly implemented emergency protections for youth in our facility based on the directives found in the March 6, 2020 San Francisco Department of Public Health Order and as approved by the California Board of State and Community Corrections (BSCC). The Coronavirus outbreak, and its potential to spread in our facility and among our staff, is our primary concern. The Department is always committed to prevent the spread of any infectious diseases, such as influenza and coronavirus, to the youth in our care. We are implementing temporary changes in our daily operations and practices and will continue to monitor and adjust as more information becomes available.

### **In the Facility**

#### ***Entrance to the Facility is Limited to Essential Personnel***

- Only Juvenile Hall, Department of Public Health, and Building and Grounds staff (including custodians) are allowed into the facility at this time.
- Everyone who enters the secure facility is required to answer a brief health assessment and complete a body temperature screen.
- Facial masks are required to be worn by everyone when in the secure Juvenile Hall, Administration Building, or any other Juvenile Probation Department building.
- Remote and on-site video conferencing is available by appointment.
- Increased telephone access is allowed to encourage frequent communication and to help prevent youth from feeling isolated.

#### ***Enhanced Screening at Intake***

- All youth who are admitted to the facility will immediately be given a mask which they must wear and will be assessed by the San Francisco Department of Public Health (DPH) medical staff using the COVID-19 Screening Assessment Tool.

#### ***Staff will teach and reinforce the following practices:***

- Handwashing frequently with soap and warm water for 20 seconds.
- Keeping hands off eyes, nose and mouth.
- Wearing a mask at all times.
- Educating both youth and staff regarding virus transmission and why this knowledge is important.
- Providing all youth, staff, and parents/guardians with written COVID-19 information flyers.

#### ***Hygiene and Respiratory Etiquette:***

- Youth and Staff are washing their hands with soap and warm water frequently and youth have been provided soap in their rooms.
- Youth and Staff are practicing social distancing on the Units and when moving in the building.
- All youth and staff have been provided masks which are required to be worn in the facility and all JPD bldgs.
- Signs are posted in the Units, the hallways and other common areas reminding everyone of hygiene and social distancing.

### **Facility Cleaning**

- Cleaning of the facility has increased in frequency.
- All living units have been deep-cleaned and sanitized by our custodial staff.
- Common surfaces are wiped with a sanitizing solution every 2-3 hours.
- Units are provided with DPH approved cleaning solution to wipe all frequently touched surfaces more often.

### **Education - In collaboration with the San Francisco Unified School District (SFUSD):**

All youth in the facility will continue to be provided with school assignments and earn school credits while they are in the facility.

### **In the Juvenile Probation Administration Building**

**375 Woodside Avenue, San Francisco, CA 94127**

### **JPD Administrative Offices are closed.**

**Access to the building is limited to those appearing in Court and essential personnel.**

**Masks must be worn at all times.**

**Probation Officers can be reached by telephone or video conferencing.**

- All non-mandated fieldwork is suspended; unless emergent, contact with youth is being made via video and phone.

**Many Probation Services Staff are deployed throughout San Francisco helping as Disaster Service Workers, therefore, the assigned DPO may not be available.** However, the following phone numbers may be helpful:

Chief Probation Officer Katherine Miller 415-753-7556

Probation Service Director Sara Schumann 415-753-4416

Juvenile Hall Director Luis Recinos 415-753-7502

Juvenile Hall 415-753-7500

Administrative Services Director Steven Arcelona 415-753-7817

### ***Within the Building:***

- **Practice social distancing,**
- **Wear a mask – Everyone entering any Juvenile Probation Department (JPD) building is required to wear a mask and masks have been distributed to all staff.**
- JPD Staff and everyone entering the building are directed to stay home if sick or if caring for an ill family member.

**Thank you for your trust and support  
as we all navigate this pandemic together.**

More important information to stay safe and prevent the spread of Covid-19:

<https://www.sfdph.org/dph/alerts/coronavirus.asp>