



Commissioner's Instruction

No: 2021 / 01

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure - Inmate phone calls

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

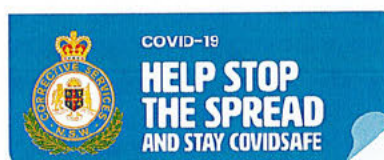
Commissioner's Instruction 83/2020 is rescinded and replaced by this Instruction.

All inmates are to be advised that their trust accounts will not be debited for up to one phone call each week until 19 February 2021. Existing policy and procedures relating to phone call limits and approved contacts continue to apply.

Video visits in correctional centres are continuing, providing inmates with additional opportunities to contact family and friends in the absence of social visits.

Governors must ensure appropriate access to phones for inmates. Governors are to ensure all inmates are aware of the new telephone call arrangements and ensure Inmate Development Committees are notified.


Peter Severin
Commissioner
5 January 2021





Commissioner's Instruction

No: 2021 / 02

For the information of all CSNSW staff

Subject: The purchase by CSNSW of Corrective Services Industries products and services

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

This Commissioner's Instruction sets the requirement of CSNSW to purchase Corrective Services Industries (CSI) goods and services during the COVID-19 pandemic and until further notice.

The impact of COVID-19 will continue to restrict CSI's access to external markets because of reduced demand. CSI as the major inmate program and service employer is no exception. The engagement of inmates in ongoing work and service delivery opportunities are a crucial part of the daily routine for inmates and placement, which acts as an important tool for the safe and secure management of inmates by the centre management team. Therefore, a high level of unemployment will have an adverse impact.

In view of the need to provide and maintain employment for inmates it is reasonable to expect that CSNSW give preference over all other suppliers for the purchase of inmate manufactured products and services.

The following policy is to apply:

An internal supply preference will apply for all CSI manufactured products and services. A CSI Products & Services brochure is attached indicating the product range available from CSI. Further information on this range can be obtained from CSI Corporate Office on 02 4582 2420.

It is an expectation that CSI will be competitive in relation to delivery, quality and price.

Accordingly, CSI must be given the opportunity to quote on all requirements and where they are competitive on delivery, quality and price, the budget holder/manager must exercise a preference in CSI's favour.

Purchasing can be made through the CSI Catalogue that is available on the new 'Unimarket' platform, which replaced NSW Buy.

All senior budget holders/cost centre managers are to ensure that CSNSW maximises the employment opportunities available to inmates by strictly adhering to this policy.



Peter Severin
Commissioner
7 January 2021

CSI has statewide manufacturing capabilities to fulfil your product and services objectives



Building and Construction

Capabilities:

- Demountable refurbishment and fittings
- Modular, transportable buildings
- Prefabricated solutions



Signs

Surface materials:

Alupanel / Anti-graffiti laminate
Corflute / Signwhite metal
Self adhesive vinyl / Canvas

Product Snapshot:

- Digital frames
- Custom designs
- WHS signage
- Picture signs
- Real estate signs
- Traffic and parking signs
- Disabled access signage
- General information signs

Corporate Gifts

Capabilities:

- Indigenous art and craft work
- Screen printing

Products Snapshot:

- Boomerangs and coasters
- Clap sticks and message stones
- Indigenous paintings
- Logo printing on merchandise
- Pen sets and picture framing



Furniture and Joinery

Capabilities:

CNC routing / Drum sanding / Edge banding / Panel sawing / Moulding
Spray booths / Metal fabrication

Products Snapshot:

- Cabinets and benches
- Office and school chairs
- Noticeboards and whiteboards
- Outdoor furniture
- School desks and lockers
- Tables and bookcases
- Workstations and desks



Metalwork and Fabrication

Capabilities:

- Folding and pipe bending
- Powder coating
- Plasma cutting and welding
- Docking / drilling

Products Snapshot:

- Bins and stillages
- Fences and trolleys
- Furniture and lockers
- Secure fittings



Soft Furnishings & Upholstery

Capabilities:

- Sewing and cutting
- Fabric and foam sourcing
- Re-upholstery and refurbishment

Products Snapshot:

- Ottomans and lounges
- Booth seating
- Mattresses



Food Services

Capabilities:

- Bakery
- Cook / chill and cook / freeze
- Milk processing
- Vegetable processing



Technical Assembly

Capabilities:

- Appliance / computer refurbishment
- Cable cutting and wiring
- Compliance testing
- Electrical products assembly
- Packaging and kitting
- Shrink wrapping



Printing Services

Capabilities:

- Digital and offset printing
- Graphic design
- Collating, folding and stapling
- Bookbinding

Products Snapshot:

- Brochures and catalogues
- Business cards
- Notepads and newsletters
- Posters and banners
- Stickers and labels

Laundry

Capabilities:

- AS 4146 laundry standards
- Linen management agreements
- Servicing customer supplied items
- Includes aged care, hospitality and health care



Textiles

Capabilities:

- Cut, make and trim
- Fabric sourcing and textile repairs
- Health, aged care and retail markets

Products Snapshot:

- Linen and towels
- High visibility garments
- Mens and womens apparel
- Sheets and curtains



Flags and Banners

Capabilities:

- Australian flag and NSW State flag
- Australian Aboriginal flag
- Sporting teams flags
- Customised flags
- Bannerettes and bunting
- Outdoor / all weather banners



Logistics

Capabilities:

- Truck fleet and logistics centre
- Statewide cross docking



Contract Manufacturing

- Factory space available inside correctional centres statewide
- Equipment can be purchased or loaned
- Inmate labour trained to your specific requirements

Quality Management

A high level of quality is assured through our compliance to AS/NZS ISO 9001:2015 Quality Standards across an extensive range of products and services.



Let's Work Together



Speak to a CSI Business Development Manager for further information on how your organisation or business can benefit from a partnership with CSI

Visit csi.nsw.gov.au to view an extensive range of online catalogues.



Commissioner's Instruction

No: 2021 / 03

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Recommencement of in-person social visits – COVID-Safe Visits

PREAMBLE

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

INSTRUCTION

Commissioner's Instruction 91/2020 'Novel Coronavirus (COVID-19) Interim Measure – Continued suspension of in-person social visits' is rescinded and replaced by this Commissioner's Instruction. In-person social visits will recommence from 18 January 2021 with safety measures in place to mitigate the risk of Coronavirus (COVID-19) being introduced into the correctional environment.

CSNSW COVID-Safe approach

The number of visitors that may attend an in-person visit per inmate and resident:

- One adult and up to three children under the age of 18, with additional children permitted as per agreed local arrangements endorsed by the Governor or
- Two adults only

The following conditions apply to in person visits for inmates and residents:

- Children are to remain with their carer/parent.
- Playgrounds will remain closed
- Visitors and inmates must wear surgical masks supplied by CSNSW during the visit. Visitors will be provided with and will be required to wear a face mask from the point of screening. The deliberate removal of a facemask will result in the immediate termination of the visit. Children under 12 years may, but are not required to wear a surgical mask
- CSNSW staff are to wear a face mask when interacting with inmates and visitors
- Permissible contact is a fist bump/elbow bump at the beginning and end of the visit
- Visits will run for a maximum of 30 minutes



- No food or drinks are allowed in the visits area
- Visitors and inmates/residents must hand sanitise or wash hands prior to the commencement of the visit and at the end of the visit once masks are removed
- All visits must be pre-booked
- The visits area must be cleaned after each session with a cleaning register displayed. Prior to cleaning, the visits area must be checked for contraband.

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 current details for NSW Health contact tracing
- Advise if they are experiencing any COVID-19 symptoms
- Advise if they have been in close contact with anyone who has tested positive to COVID-19 in the last 14 days
- Declare whether they have been to any location identified by NSW Health requiring persons to 'self-isolate and get tested immediately'

Visitors that refuse to answer any screening question will not be permitted to enter. Any visitor that has any COVID-19 symptoms or answers yes to having travelled to NSW Health declared 'self-isolate and get tested immediately' locations, been in close contact with a positive COVID-19 case, or locations identified in any NSW Health Orders will not be permitted to enter.

A Local Operating Procedure will set requirements for screening officers.

Visitor restrictions

Existing process 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.



Luke Grant
A/Commissioner
13 January 2021





Commissioner's Instruction

No: 2021 / 04

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure
Recommencement of inmate external leave, programs and work activities.

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 87/2020 'Recommencement of certain external leave programs' 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 November 2020, the following external activities and programs facilitated under section 6(2)(c) and section 26 of the *Crimes (Administration of Sentences) Act 1999* recommenced subject to a number of risk mitigation strategies in response to COVID-19:

- Any community work outside the correctional complex
- Any education and training outside the correctional complex
- Any employment related activity outside the correctional complex
- Relevant activities undertaken by Stage 2 inmates at the Compulsory Drug Treatment Centre under the provisions of section 106D(3)

As of 8 February 2021 day and weekend leave is authorised to recommence subject to a number of risk mitigation strategies in response to COVID-19.



Each Correctional Centre which normally operates inmate external leave, Transitional Centres and the Compulsory Drug Treatment Centre are required to identify the mitigation strategies they will adopt to manage the COVID-19 risks associated with external leave in their pandemic plan. The updated pandemic plan and COVID-19 Workplace Safety Plan must be approved by the Governor of the correctional centre and maintained locally on file.

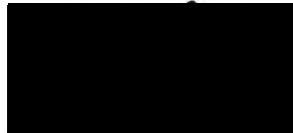
Recommended risk mitigation strategies include:

- Utilise a wing/honour house specifically for external leave inmates and remove opportunities for external leave inmates to associate with non external leave inmates.
- External leave inmates to wear face masks whenever they are in common areas, cannot maintain a 1.5m physical distance from others and when on public transport.
- Any inmate regressed in classification to a Correctional Centre without external leave is either subject to a quarantine period upon placement in the new Correctional Centre for a length of time determined by the Justice Health and Forensic Mental Health Network (or medical provider in a privately managed centre), or is held in cell at the external leave centre, pending a COVID-19 test and result before being transferred.
- Where possible, external leave inmates are placed in one-out cells, unless there is a medical requirement for two-out cell placement. When two-out cell placement cannot be avoided, ensure the inmates placed together are attending the same workplace, study and/or s6.2 off complex location.
- Temperature testing prior to leave and upon return from external leave for all inmates.
- Hand hygiene stations available for regular use by inmates.
- observation of physical distancing in the work place / classroom
- Inmates who display cold and flu symptoms are not to attend external leave.
- Employees to provide COVID-Safe plans to be accepted into the works release program.
- To conduct a sponsor interview, CC to identify days that sponsors can book an interview, attend the centre and process the interview utilising in person visit COVID-Safe methods.
- Temperature testing of sponsors upon pick up of the inmate
- Limited excursions to be granted whilst on day / weekend leave, based on risk assessments.
- Employ a controlled response to pick up and return to CC after a report of possible COVID-19 exposure.



CSNSW reserve the right to suspend inmate external leave events due to any need to address emerging or increasing areas of COVID-19 risk.

If NSW Health deems the threat of COVID-19 infection in the community is too high, CSNSW may suspend inmate external leave for a period of time.



Peter Séverin
Commissioner
2 February 2021



Rescinded and replaced by CI 2021/17





Commissioner's Instruction

No: 2021 / 05

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – In-person social visits

PREAMBLE

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

INSTRUCTION

Commissioner's Instruction 03/2021 'Novel Coronavirus' (COVID-19) Interim Measure – Recommencement of in-person social visits – COVID-Safe Visits is rescinded and replaced by this Commissioner's Instruction. The number of visitors and visit duration of in-person social visits will be increased from 15 February 2021 with continued safety measures in place to mitigate the risk of Coronavirus (COVID-19) into the correctional environment.

CSNSW COVID-Safe approach

The number of visitors that may attend an in-person visit per inmate and resident:

- Two adults and up to three children under the age of 18, with additional children permitted as per agreed local arrangements endorsed by the Governor, or
- Three adults only

The following conditions apply to in person visits for inmates and residents:

- Children are to remain with their carer/parent
- Playgrounds will remain closed
- Visitors and inmates must wear surgical masks supplied by CSNSW during the visit. Visitors will be provided with and will be required to wear a face mask from the point of screening. The deliberate removal of a facemask will result in the immediate termination of the visit. Children under 12 years may, but are not required to wear a surgical mask



- CSNSW staff are to wear a face mask when interacting with inmates and visitors
- Permissible contact is a fist bump/elbow bump at the beginning and end of the visit
- Visits will run for a maximum of 50 minutes
- No food or drinks are allowed in the visits area
- Visitors and inmates/residents must hand sanitise or wash hands prior to the commencement of the visit and at the end of the visit once masks are removed
- All visits must be pre-booked
- The visits area must be cleaned after each session with a clearing register displayed. Prior to cleaning, the visits area must be checked for contraband

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 current details for NSW Health contact tracing
- Advise if they are experiencing any COVID-19 symptoms
- Advise if they or any household member/s have been in close contact with a person confirmed to have COVID-19 in the past 14 days
- Declare whether they or any household member/s have been overseas or in a COVID-19 case location identified by NSW Health or other jurisdiction in the past 14 days

Visitors that refuse to answer any screening question will not be permitted to enter. Any visitor that has any COVID-19 symptoms or answers yes to having travelled to NSW Health declared 'self-isolate and get tested immediately' location, been in close contact with a positive COVID-19 case, or locations identified in any NSW Health Orders will not be permitted to enter.

A Local Operating Procedures set requirements for screening officers.

Visitor restrictions

Existing process 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.

[Redacted]
Peter Severin
Commissioner
4 February 2021

[Redacted]
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Commissioner's Instruction

No: 2021 / 06

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Use of Face Masks

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

This instruction rescinds and replaces Commissioner's Instruction 90/2020.

Due to the decreasing rate of community based COVID-19 transmission, the reasons CSNSW and non-CSNSW personnel, including those working in privately operated correctional centres must wear a face mask, have been revised.

Face mask requirements for staff:

The wearing of face masks must occur in the following situations:

- In the Kevin Waller Unit and Aged Care and Rehabilitation Unit, Long Bay complex, staff are required to wear a face mask at all times from entering the accommodation area of the units.
- When working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate in an isolation cell or isolation hub. Staff must wear a P2 or KN95 mask when working in a Field Hospital.
- When working with fresh reception inmates in the court cells, on transport vehicles and Correctional Centre reception rooms and clinics.
- When interacting with an inmate and a physical distance of 1.5 metres cannot be maintained.
- When working in visits and interacting with inmates' visitors.



- When working with offenders in the community who haven't been screened and a physical distance of 1.5 metres cannot be maintained.

If the risk of COVID-19 transmission increases in the community, updated instructions on the use of face masks will be issued.

Face mask requirements for inmates:

- Inmates will be issued surgical face masks if managed on isolation or in the Field Hospital.
- All inmates attending any unsupervised external leave program are required to wear a face mask when in the centre/honour house and outside their cell/room; and when leaving the Correctional Centre to attend their external leave program.
- All inmates transiting through a correctional centre reception room/intake, on escort and attending court will be issued a face mask from the departing centres.
- All inmates when participating in social in-person visits.

Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff.
- Inmate visitors must wear the face mask provided to them by the Correctional Centre. Visitors will be provided with and required to wear a face mask from the point of screening. 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 will result in the immediate termination of the visits. Children under 12 may, but are not required to, wear a surgical mask.

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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

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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum.



The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented.



Peter Severin
Commissioner
5 February 2021



Rescinded and replaced by CI 2021/08





Commissioner's Instruction

No: 2021 / 07

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Personal Protective Equipment (PPE) Centralised Procurement

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 68/2020 Amendment to Centralise Procurement PPE Groups is rescinded and replaced by this Commissioner's Instruction.

Specific PPE items are centrally sourced by the NSW Government. Procurement of these PPE items is restricted to the central procurement process. This restriction will be in place until PPE stock held in the Emu Plains PPE Distribution Hub is exhausted.

The PPE ordering list, updated regularly, will list the items which are restricted to centralised procurement. When a product is returned to Business as Usual (BAU) for purchasing, the item will be identified on the PPE ordering list, at which time business unit procurement teams can recommence normal procurement practices for this items.

Commencing Monday 1 March 2021, COVID-19 Centralised Procurement will be facilitated by CSI.

Weekly PPE orders and stocktake reports must be completed and submitted to CSI by close of business (COB) each Tuesday. Orders and stocktake must be e-mailed to [REDACTED]



From Monday 1 March 2021, weekly PPE orders and stocktake reports are not to be sent to [REDACTED]

Commissioner's Instruction 2021/02 – The purchase by CSNSW of Corrective Services Industries products and services provides instruction on priority procurement of CSI products and services during the COVID-19 pandemic and until further notice. Any PPE items not subject to the central procurement process that are stocked by CSI must be prioritised for purchase.



Luke Grant
A/Commissioner
26 February 2021





Commissioner's Instruction

No: 2021 / 08

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Use of Face Masks

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

This instruction rescinds and replaces Commissioner's Instruction 2021/06.

Due to the decreasing rate of community based COVID-19 transmission, the reasons CSNSW and non-CSNSW personnel, including those working in privately operated correctional centres must wear a face mask, have been revised.

Face mask requirements for staff

The wearing of face masks must occur in the following situations:

- Working with fresh reception inmates in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics
- Working in visits and interacting with inmate visitors
- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate

If the risk of COVID-19 transmission increases in the community, updated instructions on the use of face masks will be issued.



Face mask requirements for inmates

- Inmates will be issued surgical face masks if managed on isolation or in the Field Hospital
- All inmates when participating in social in-person visits

Face mask requirements for visitors

- Contractors and official visitors have the same requirements as staff
- Inmate visitors must wear the face mask provided to them by the Correctional Centre. Visitors will be provided with and required to wear a face mask from the point of screening. 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 will result in the immediate termination of the visit. Children under 12 may, but are not required to wear a surgical mask

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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

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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum

The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

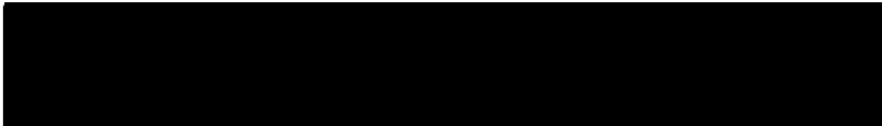
- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required



Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented.



Peter Severin
Commissioner
14 March 2021





Commissioner's Instruction

No: 2021 / 09

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – In-person social visits

PREAMBLE

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

INSTRUCTION

Commissioner's Instruction 05/2021 'Novel Coronavirus' (COVID-19) Interim Measure – In-person social visits is rescinded and replaced by this Commissioner's Instruction. Commencing 5 April 2021, restrictions on the number of visitors, visit duration, physical contact and the wearing of face masks set out in previous COVID related Commissioner's Instructions, have been removed. Conditions and rules around these issues are to revert to business as usual arrangements.

A number of COVID-safe measures in place to mitigate the risk of transmission into the correctional environment will remain in place and are set out in this Instruction.

CSNSW COVID-Safe approach

The following conditions apply to in-person visits for inmates and residents:

- Visitors and inmates/residents must hand sanitise or wash hands prior to the commencement of the visit and at the end of the visit
- All visits must be pre-booked
- The visits area must be cleaned after each session with a cleaning register displayed. Prior to cleaning, the visits area must be checked for contraband
- Physical distancing where appropriate is still strongly encouraged



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 current details for NSW Health contact tracing
- Advise if they are experiencing any COVID-19 symptoms
- Advise if they or any household member/s have been in close contact with a person confirmed to have COVID-19 in the past 14 days
- Declare whether they or any household member/s have been overseas or in a COVID-19 case locations identified by NSW health or other jurisdiction in the past 14 days

Visitors that refuse to answer any screening question will not be permitted to enter. Any visitor that has any COVID-19 symptoms or answers yes to having travelled to NSW Health declared 'self-isolate and get tested immediately' locations, been in close contact with a positive COVID-19 case, or locations identified in any NSW Health Orders will not be permitted to enter.

A Local Operating Procedure sets requirements for screening officers and the visits process.

Visitor restrictions

Existing process 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.



Peter Severin
Commissioner
26 March 2021



Redacted and replaced by C/2021/17





Commissioner's Instruction

No: 2021 / 10

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Use of Face Masks

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

This instruction rescinds and replaces Commissioner's Instruction 2021/08.

Due to low rates of community based COVID-19 transmission, the circumstances in which CSNSW and non-CSNSW personnel, including those working in privately operated correctional centres must wear a face mask, have been revised.

Face mask requirements for staff:

The wearing of face masks must occur in the following situations:

- Working with fresh reception inmates in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics
- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate

If the risk of COVID-19 transmission increases in the community, updated instructions on the use of face masks will be issued.

Face mask requirements for inmates:

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



Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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

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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum

The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented.



Peter Severin
Commissioner
12 April 2021

Contact Officer: Andrew McKenzie
Phone contact: 02 8346 1441
Email address: CSNSWCoronavirusCommand@justice.nsw.gov.au





Commissioner's Instruction

No: 2021 / 11

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Use of Face Masks and Visitor Numbers

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 rescinded and replaced by this Instruction:

- 2021/09 In-person social visits
- 2021/10 Use of face masks

From 8.00pm 6 May 2021 until further notice, the following requirements relating to masks and visitor numbers will apply.

In person visits

The following requirements apply to all visits in all correctional centres:

- All visitors and staff working in visit areas and interacting with visitors must wear a face mask
- The maximum number of visitors per visit is two – two adults or one adult and one child

Visitor screening and temperature checks remain in place

Every visitor must 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.

Every visitor must be screened by a screening officer and must:

- Provide current details for NSW Health contact tracing
- Advise if they are experiencing any COVID-19 symptoms



- Advise if they or any household member/s have been in close contact with a person confirmed to have COVID-19 in the past 14 days
- Declare whether any household member/s have been overseas or in a COVID-19 case location identified by NSW Health or other jurisdiction in the past 14 days

Visitors that refuse to answer any screening question will not be permitted to enter.

COVID-Safe approach remains in place

The following applies to in person visits for inmates and residents:

- Visitors and inmates/offenders must perform appropriate hand hygiene prior to commencement of visit and at the end of the visit
- All visits must be pre-booked
- Visits area must be cleaned after each session with a cleaning register displayed. Prior to cleaning, the visits area must be checked for contraband

Face mask requirements for staff

The wearing of face masks must occur in the following situations:

- Working or interacting with inmates/offenders in correctional, residential and transitional centres in the Greater Sydney Metropolitan Area including, Sydney, Illawarra Shoalhaven, Central Coast and Nepean Blue Mountains
- Working with fresh receptions in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics
- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate

Community Corrections staff are to adhere to published advice from the Assistant Commissioner, Community Corrections and wear a face mask when a 1.5m physical distance cannot be maintained.

Face mask requirements for inmates:

- Inmates will be issued surgical face masks if managed on isolation or in the Field Hospital.
- Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit.
- All inmates/offenders participating in social in-person visits

Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff.

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.



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

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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum

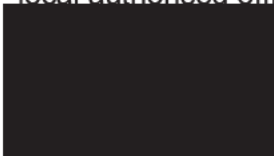
The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented. Local Operating Procedures set relevant requirements.

Visitor restrictions

Existing processes 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.



Commissioner
6 May 2021





Commissioner's Instruction

No: 2021 / 12

For the information of all CSNSW staff

Subject: Disclosure of criminal charges and convictions, including Court Attendance Notices (CANs), Violence Orders and certain driving offences

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 Memorandum 2015/37 is rescinded and replaced by this Commissioner's Instruction.

The conduct of CSNSW staff both on and off duty must be in accordance with the law. Private activity which may adversely affect your ability to perform your public duty is regarded as a work-related issue.

For this reason, staff must immediately advise their senior manager of:

- all criminal charges and convictions;
- any Court Attendance Notices (CANs);
- any Criminal Infringement Notice (CINs);
- conduct that results in Apprehended Violence Orders (AVOs), Apprehended Domestic Violence Orders (ADVOs), Apprehended Personal Violence Orders (APVOs);
- driving offences involving alcohol or drugs, and/or
- other offences causing suspension or disqualification of your licence.

Clause 9 of the Government Sector Employment Regulation 2014, requires staff to report any charge or conviction for a serious offence. A serious offence is a charge or conviction that is punishable by imprisonment for 12 months or more.

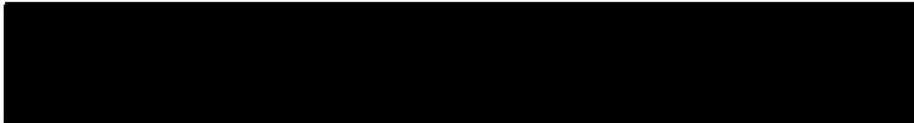
The *Government Sector Employment Act 2013* allows CSNSW to deal with serious offences as misconduct.

Furthermore, the [DCJ Code of Ethical Conduct](#) explicitly requires staff to “notify their supervisor/manager if they are charged by police for matters which are not deemed a serious offence and/or are subject to an Apprehended Violence Order, in circumstances where the matters may impact and/or impede the performance of the inherent requirements of their role.”

For more information about all your obligations to act professionally and ethically please refer to [DCJ's Code of Ethical Conduct](#).



Peter Severin
Commissioner
12 May 2021



For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Use of Face Masks**

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 11/2021 'Novel Coronavirus (COVID-19) Interim Measure – Use of Face Masks and Visitor Numbers' is rescinded and replaced by this Commissioner's Instruction.

Due to low rates of community based COVID-19 transmission, the circumstances in which CSNSW and non-CSNSW personnel, including those working in privately operated correctional centres must wear a face mask, have been revised.

Face mask requirements for staff:

The wearing of face masks must occur in the following situations:

- Working with fresh reception inmates in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics.
- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate.

Face mask requirements for inmates:

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



Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff.

If the risk of COVID-19 transmission increases in the community, updated instructions on the use of face masks will be issued.

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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

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. This should be managed locally.

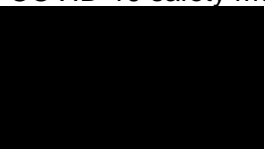
NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum.

The wearing of face masks in an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

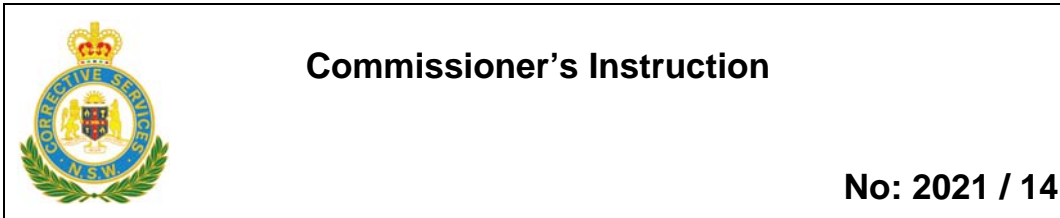
- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented.



**Peter Severin
Commissioner
18 May 2021**





Commissioner's Instruction

No: 2021 / 14

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **In-person social visits**

PREAMBLE

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

INSTRUCTION

Commissioner's Instruction 2021/11 'Novel Coronavirus (COVID-19) Interim Measure – Use of Face Masks and Visitor Numbers' is rescinded and replaced by this Commissioner's Instruction.

Commencing 21 May 2021, restrictions on the number of visitors, visit duration, physical contact and the wearing of face masks set out in previous COVID related Commissioner's Instructions, do not apply. Conditions and rules around these issues are to revert to business as usual arrangements.

A number of COVID-safe measures in place to mitigate the risk of transmission into the correctional environment will remain in place and are set out in this Instruction.

CSNSW COVID-Safe approach

The following conditions apply to in person visits for inmates and residents:

- Visitors and inmates/residents must hand sanitise or wash hands prior to the commencement of the visit and at the end of the visit
- All visits must be pre-booked
- The visits area must be cleaned after each session with a cleaning register displayed. Prior to cleaning, the visits area must be checked for contraband
- Physical distancing where appropriate is still strongly encouraged



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:

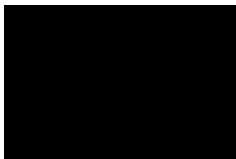
- Provide current details for NSW Health contact tracing
- Advise if they are experiencing any COVID-19 symptoms
- Advise if they or any household member/s have been in close contact with a person confirmed to have COVID-19 in the past 14 days
- Declare whether they or any household member/s have been overseas or in a COVID-19 case locations identified by NSW health or other jurisdiction in the past 14 days

Visitors that refuse to answer any screening question will not be permitted to enter. Any visitor that has any COVID-19 symptoms or answers yes to having travelled to NSW Health declared 'self-isolate and get tested immediately' locations, been in close contact with a positive COVID-19 case, or locations identified in any NSW Health Orders will not be permitted to enter.

A Local Operating Procedure, sets requirements for screening officers and the visits process.

Visitor restrictions

Existing process 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.



Peter Severin
Commissioner
18 May 2021



Redacted and replaced by CI 2021/15





Commissioner's Instruction

No: 2021/15

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Use of face masks and visitor numbers**

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 rescinded and replaced by this Instruction:

- 2021/13 Use of face masks
- 2021/14 In-person social visits

In person visits

From 18 June 2021 until further notice, the following requirements relating to masks will apply to all visits to correctional centres in the Metropolitan Sydney region (including Nepean Blue Mountains but excluding Central Coast and Illawarra) when 1.5m distancing cannot be maintained

- All visitors and staff working in visit areas must wear a face mask when 1.5m distancing cannot be maintained with inmates

Visitor screening and temperature checks remain in place

Every visitor must 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.

Every visitor must be screened by a screening officer and must:

- Provide current details for NSW Health contact tracing
- Advise if they are experiencing any COVID-19 symptoms
- Advise if they or any household member/s have been in close contact with a person confirmed to have COVID-19 in the past 14 days



- Declare whether any household member/s have been overseas or in a COVID-19 case location identified by NSW Health or other jurisdiction in the past 14 days

Visitors that refuse to answer any screening question will not be permitted to enter.

COVID-Safe approach remains in place

The following applies to in person visits for inmates and residents:

- Visitors and inmates/offenders must perform appropriate hand hygiene prior to commencement of visit and at the end of the visit
- All visits must be pre-booked
- Visits area must be cleaned after each session with a cleaning register displayed. Prior to cleaning, the visits area must be checked for contraband

Face mask requirements for staff

The wearing of face masks must occur in the following situations:

- Working or interacting with inmates/offenders in correctional, residential and transitional centres in the Metropolitan Sydney region (including Nepean Blue Mountains but excluding Central Coast and Illawarra) when 1.5m distancing cannot be maintained
- Working with fresh receptions in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics
- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate

Community Corrections staff are to adhere to published advice from the Assistant Commissioner, Community Corrections and wear a face mask when a 1.5m physical distance cannot be maintained.

Face mask requirements for inmates:

- Inmates will be issued surgical face masks if managed on isolation or in the Field Hospital.
- Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit

Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff.

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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



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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum.

The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented. Local Operating Procedures set relevant requirements.

Visitor restrictions

Existing processes 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.



Peter Severin
Commissioner
18 June 2021

Contact [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Rescinded and replaced by CI 2021/16





Commissioner's Instruction

No: 2021/16

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Suspension of In-person social visits and face mask 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 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: 2021/15 Use of face masks and visitor numbers

From 23 June 2021 until further notice, the following requirements relating to face masks and visits will apply to all correctional centres.

In person visits

In person social visits to all correctional and residential centres are suspended until further notice.

Face mask requirements for staff

The wearing of face masks must occur in the following situations:

- Working in all correctional, residential and transitional centres
- Working with fresh receptions in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics
- Working in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and Medical Subacute Unit
- All staff in CSNSW workplaces, including Community Corrections and office locations
- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate



Face mask requirements for inmates:

- Inmates will be issued surgical face masks if managed on isolation or in the Field Hospital.
- Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit

Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff.

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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

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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum.

The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.



Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented. Local Operating Procedures set relevant requirements.



Commissioner
June 2021



CI 2021/18

Rescinded and replace





Commissioner's Instruction

No: 2021/17

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Suspension of inmate external leave, programs and work activities**

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 2021/04 Novel Coronavirus (COVID-19) Interim Measure Recommencement of internal external leave programs and work activities is rescinded and replaced by this Instruction:

From 24 June 2021 until further notice, external activities and programs facilitated under section 6(2)(c) and section 26 of the *Crimes (Administration of Sentences) Act 1999* are to cease on a temporary bases. This includes:

- Any community work outside the correctional complex
- Any education and training outside the correctional complex
- Any employment related activity outside the correctional complex
- All day and weekend leave
- Relevant activities undertaken by stage 2 inmates at the Compulsory Drug Treatment Correctional Centre under provision of section 106D(3)

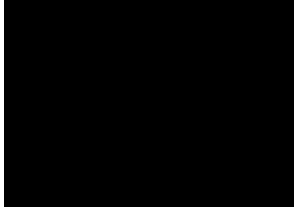
The scope of this Instruction extends to inmates that are residents of Parramatta and Bolwarra Transitional Centres.

The Commissioner may approve external leave or employment or other activity outside of a correctional complex by exception only. Any request for exemption must be directed in the first instance to the CSNSW COVID-19 Co-ordinator.



In recognition of the potential impacts of the suspension on some businesses, there may be a need for a phased withdrawal of employment related leave for some inmates. In these circumstances, a submission to the Commissioner may be made that sets out how the risks may be effectively managed for a limited period of time.

These arrangements are in place to address the risk of transmission of COVID-19 and entry into the custodial environment.



Peter Severin
Commissioner
June 2021





Commissioner's Instruction

No: 2021/18

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Suspension of In-person social visits and face mask 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 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: 2021/16 Use of face masks and visitor numbers

From 24 June 2021 until further notice, the following requirements relating to face masks and visits will apply to all correctional centres.

In person visits

In person social visits to all correctional and residential centres are suspended until further notice.

Face mask requirements for staff

The wearing of face masks must occur in the following situations:

- Working in all correctional, residential and transitional centres
- Working with fresh receptions in court cells, on transport vehicles and correctional centre reception rooms, intake screening areas and clinics
- Working in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and Medical Subacute Unit
- All staff in CSNSW workplaces, including Community Corrections and office locations within the Greater Sydney Metropolitan Area, includes the Blue Mountains, Central Coast, Shellharbour and Wollongong



- Working with inmates on COVID-19 isolation and in the Field Hospital. Staff must wear a surgical or KN95 mask when working with a suspected or confirmed COVID-19 inmate

Face mask requirements for inmates:

- Inmates will be issued surgical face masks if managed on isolation or in the Field Hospital.
- Inmates housed in the Kevin Waller Unit, Aged Care and Rehabilitation Unit and the Medical Subacute Unit

Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff

Supply of face masks

Only face masks procured through the CSNSW Coronavirus Command Post or Corrective Services Industries are approved to be worn by staff, inmates and visitors.

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

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. This should be managed locally.

NSW Health provides the following minimum requirements for cloth masks:

- A fluid-repellent layer on the outside layer of your mask gives the best protection
- Three-layer masks are more effective with two layers as a minimum.

The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.



Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented. Local Operating Procedures set relevant requirements.



Commissioner
June 2021



021/24 & 2021/25

Rescinded and replacement by C





Commissioner's Instruction

No: 19 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Service NSW QR Codes

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

From 12:01am Monday 12 July 2021, the use of Service NSW QR Codes will be mandated for all CSNSW work locations, except Correctional Centres, Intake and Transit Centres, Court Cell locations, COSPs, transitional centres and mobile operational units (e.g. SOG, CESU – rostered staff only). This is consistent with the requirements set by the NSW Government to assist with COVID-19 contact tracing.

This includes administrative and any other office buildings, amenities, cafes and gyms located separate to Correctional Centres on Correctional Complexes.

Managers should contact [REDACTED] to request a Service NSW QR Code if your location does not have one.

Persons who refuse to use the QR code where applicable are not permitted to enter the CSNSW work location.

The QR Code must be easily accessible, visible and available for use at the point of entry to the facility. A log to record personal details consistent with the requirements of QR Codes must be kept at each location as an alternative to the use of a mobile phone

[REDACTED]
Peter Severin
Commissioner
& July 2021



[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 20 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Amendments to inmate movements

PREAMBLE

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

INSTRUCTION

Effective 10 July 2021, the following temporary measure will be in place to reduce inmate movements to essential movements only.

To support the health and safety of our staff and inmates it has been determined to limit transfers across the State to essential movements only and additionally, in Greater Sydney to cease non-urgent medical appointments until further notice.

Essential movements of inmates at this time include:

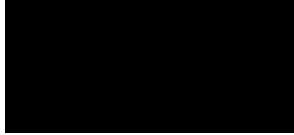
- the movement of inmates from Court Cells to reception centres and then once classified, out to goals of classification. Ensuring the flow of remand bed placements via escorts between centres and court complexes is critical;
- urgent medical escorts (not COVID - 19 related);
- the movement of high security inmates who pose an unacceptable risk in the normal population and require placement into the High Risk Management Correctional Centre
- movement of inmates advised by Strategic Population Management to facilitate maintenance of fresh custody bed capacity; and
- a (not COVID - 19 related) transfer that is essential for the good order and security of a correctional centre. Any such transfer requires the approval of the Assistant Commissioner, Custodial Corrections or Assistant Commissioner, Security and Intelligence.



The maintenance of ability to receive fresh custody inmates at the Metropolitan Remand and Reception Centre and other reception centres is critical.

Regional settings

Inmate movements related to non-urgent medical treatment are to continue outside of the Greater Sydney Region, provided the inmate does not have to enter the Greater Sydney Region for treatment.



**Commissioner
July 2021**





Commissioner's Instruction

No: 21 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Suspension of third-party providers/contractors' entry into Greater Sydney 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

Effective 12 July 2021, the following temporary restrictions will apply to the entry of contractors and service providers into correctional centres in Greater Sydney:

THIRD PARTY PROVIDERS

- Suspension of Group based education or program activities delivered by external organisations other than TAFE, LSC Psychology, Chaplaincy services, BSI Learning, VET providers and equivalent providers for the private facilities.

Managers are responsible for the consideration of appropriate group sizes for programs delivered by BSI Learning, TAFE, LSC Psychology

Appropriate hand washing facilities (with soap) and additional hygiene items are to be made available to participants.

Inmates that have flu-like symptoms or deemed unwell by Justice Health & Forensic Mental Health Network are not to participate in group activities under any circumstance.

Programs and services delivered by CSNSW staff will continue, in reduced group capacity, informed by local safety, security and operational requirements.



CONTRACTORS

- Suspension of contractor entry to facilities other than for essential building and maintenance.

Only external contractors performing essential work such as medical/mental health care and those undertaking emergency work and maintenance on essential systems will be permitted entry.

Regional NSW

Contractors and service providers may still provide services in correctional centres outside the Greater Sydney Region, provided the contractor/service provider has not been in the Greater Sydney Region for the last 14 days and meets the COVID-19 entry screening criteria as per Commissioner's Instructions 85/2020. These measures are designed to limit the volume of people regularly entering correctional facilities to help stop the spread of COVID-19 and protect CSNSW staff and inmates.

Further information on program delivery and advice on hygiene and use of common areas used for programs will be disseminated by the Assistant Commissioner, Offender Management and Programs.

All essential external contractors/third parties entering CSNSW correctional centres must comply with current conditions of entry.



**Commissioner
July 2021**



Rescinded and replaced by CI 29/2021





Commissioner's Instruction

No: 22 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Changes to Community Corrections service delivery**

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 temporary measures are designed to manage the impact of COVID-19 on the work of Community Corrections and the need to ensure a continued focus on community safety.

This instruction applies to all Community Corrections locations in the Greater Sydney Region and is in accordance with Phase 1 of Community Corrections [COVID-Safe Roadmap](#).

All Community Corrections locations outside of the Greater Sydney Region are to continue operating in accordance with Phase 4 of Community Corrections [COVID-Safe Roadmap](#).

Community Corrections office visits and offender interviews

Community Corrections Offices will remain open and staffed by a minimum number of staff. Any in person offender contact must occur safely with the relevant health standards being observed in accordance with NSW Health Advice. Phone interviews and AVL facilities should be used wherever possible.



Home visits – locations in Greater Sydney

Home visits by Community Corrections Officers are suspended until further notice except for:

- Offenders on Extended Supervision Orders (ESOs)
- Offenders classified as a Terrorism High Risk Offender
- Tier 2 High and Tier 3 High risk offenders and
- Tier 3 Medium-High risk offenders.

Drug and alcohol testing and Community Service Work

All drug and alcohol testing of offenders and Community Service Work are suspended.

Face to Face group programs

All face to face group programs for offenders in community corrections in Greater Sydney are suspended.

Working from home

Wherever possible staff will be enabled to work from home. The remote site details are: <https://remote.dcj.nsw.gov.au>.

Staff can also access their emails and some other online services through the Justice Portal: <https://portal.justice.nsw.gov.au>.

The safety of staff, the community and offenders is our paramount concern. These arrangements will be reviewed regularly and updated as necessary.



Peter Severin
Commissioner
14 July 2021

Contact Officer: [REDACTED]

Phone contact: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]





Commissioner's Instruction

No: 23 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Amendment to changes to Community Corrections service delivery**

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 temporary measures are designed to manage the impact of COVID-19 on the work of Community Corrections and the need to ensure a continued focus on community safety.

This instruction applies to all Community Corrections locations in the Greater Sydney Region and is in accordance with Phase 1 of Community Corrections [COVID-Safe Roadmap](#).

All Community Corrections locations outside of the Greater Sydney Region are to continue operating in accordance with Phase 4 of Community Corrections [COVID-Safe Roadmap](#).

Community Corrections office visits and offender interviews

Community Corrections Offices will remain open and staffed by a minimum number of staff. Any in person offender contact must occur safely with the relevant health standards being observed in accordance with NSW Health Advice. Phone interviews and AVL facilities should be used wherever possible.



Home visits – locations in Greater Sydney

Home visits by Community Corrections Officers are suspended until further notice except for:

- Offenders on Extended Supervision Orders (ESOs)
- Offenders classified as a Terrorism High Risk Offender
- Tier 2 High and Tier 3 High risk offenders and
- Tier 3 Medium-High risk offenders.

Drug and alcohol testing and Community Service Work

All drug and alcohol testing of offenders and Community Service Work are suspended.

Working from home

Wherever possible staff will be enabled to work from home. The remote site details are [REDACTED]

Staff can also access their emails and some other online services through the Justice Portal: [REDACTED].

The safety of staff, the community and offenders is our paramount concern. These arrangements will be reviewed regularly and updated as necessary.

[REDACTED]
Peter Severin
Commissioner

14 July 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 24 / 2021

For the information of all CSNSW staff

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

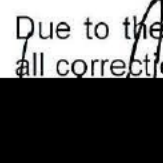
PREAMBLE

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: 18/2021 Suspension of in person social visits and face mask requirements.

Due to the Greater Sydney lockdown requirements, in person social visits to all correctional and residential centres are suspended until further notice.


Peter Saverin
Commissioner
15 July 2021









Commissioner's Instruction

No: 25 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Face Mask 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 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: 18/2021 Suspension of in person social visits and face mask requirements.

Until further notice, the following requirements relating to face masks will apply to all correctional centres.

Face mask requirements for staff

- In line with NSW Government COVID-19 Restrictions and NSW Health advice, all staff must wear a surgical face mask when you are in non-residential premises in NSW. This applies to everyone attending a CSNSW workplace and includes administration areas and work vehicles.
- When working with a suspected or confirmed COVID-19 inmate, staff must wear a surgical, KN95 or P2 face mask.



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

Face mask requirements for visitors:

- Contractors and official visitors have the same requirements as staff.

Supply of face masks

Only surgical, KN95 and P2 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 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.

From a work health and safety perspective, managers have a responsibility to ensure your safety but also the safety of everyone else in their workplace.

1. Provide a medical certificate to support your exemption request.
2. Conduct a risk assessment using the DCJ template to assess the risks and identify any reasonable workplace adjustments to mitigate the risks of COVID transmission for the staff member and other staff if they remained in the workplace without a face mask.
3. If the risks cannot be mitigated leave arrangements may be considered until such time as the current risk of community transmission reduces and NSW Health revert to Amber Alert levels which only require masks to be worn when 1.5m physical distance cannot be maintained.



The wearing of face masks is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented. Local Operating Procedures set relevant requirements.



Peter Severin
Commissioner
15 July 2021





Commissioner's Instruction

No: 26 / 2021

For the information of all CSNSW staff

Subject: 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

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

Effective immediately, all group programs delivered state-wide in the community (except Balund-a) by Offender Services and Programs staff and/or external facilitators are to be temporarily suspended until further notice.

This temporary measure is designed to minimise and manage the impact of COVID-19 along with reducing the risk of contact with the COVID-19 virus for program facilitators, offenders and community corrections staff.

With the suspension of community group programs, higher risk offenders that have a criminogenic program step(s) within the case plan and were scheduled to commence face to face programs, from Monday 12 July 2021, are to be prioritised by Community Corrections Managers for placement in Live Virtual Therapeutic (LiViT) programs commencing 26 July 2021.

Where there are limited places and / or equipment available to access LiViT, priority for programs should be determined based on the priority in the CPIR. A list of offenders who were scheduled to commence on 12 July, with their current CPIR rating, will be distributed shortly.



Managers are to identify offenders that are able to undertake programs remotely utilising their own device and data plan by 21 July 2021 and return the list to the LiViT Team [REDACTED] If they cannot supply own data and equipment, but can meet the [Home Access Requirements](#), consider an application for a LiViT Loan Device.

[REDACTED]

Peter Severin
Commissioner
16 July 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 27 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Increased testing requirements for essential staff residing in Fairfield LGA and Greater Sydney

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

Effective 16 July 2021, the following temporary measure will be in place for all any person that resides in the following areas in compliance with NSW Public Health Orders (PHO).

Fairfield LGA

Any person living in Fairfield LGA and attending a CSNSW workplace outside the LGA, must get a COVID test every 72 hours.

Greater Sydney

Any person living in the Greater Sydney Region must get a COVID test every 7 days if working 50 kilometres outside the lockdown zone.

Any person complying with the increased testing requirements **do not** have to wait for a negative result before attending the workplace.

Any person getting a COVID test for any other reason such as close or casual contact or being symptomatic must follow the normal requirements and isolate until they receive a negative result or further advice from NSW Health.

Attending the workplace

In addition to the entry conditions outlined in Commissioner's Instruction 2020/85 and for the duration of the Public Health Order, any person seeking entry to a CSNSW workplace will be asked, if they live in the Fairfield LGA or



for workplaces in regional locations if they have travelled from the Greater Sydney Region.

A driver's license or form of identity may be requested as evidence of address.

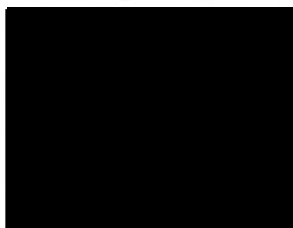
Any impacted person seeking entry to a CSNSW workplace must be able to provide proof of their recent test.

Impacted persons can attend a CSNSW workplace provided they comply with the Public Health Order.

Local management are responsible for compliance and need to ensure any person attending a CSNSW workplace have met the relevant testing requirement and provided evidence of a test before entering the workplace.

Managers must keep a record, using the authorised template. Records may be requested by NSW Health or NSW Police Force.

Local management are encouraged to be flexible with employees and allow staff time to be tested if required. This should be negotiated locally on a case-by-case basis to ensure operations can continue safely and with minimal disruption.



Peter Severin
Commissioner
16 July 2021



Rescinded and replaced by CI 28/2021





Commissioner's Instruction

No: 28 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Entry and increased testing requirements for essential staff residing in Fairfield, Liverpool and Canterbury-Bankstown LGAs and Greater Sydney

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: 27/2021 – Increased testing requirements for essential staff residing in Fairfield LGA and Greater Sydney.

Effective 18 July 2021, the following temporary measure will be in place for any person that resides in the following areas in compliance with NSW Public Health Orders (PHO).

Fairfield LGA

Any person residing in the Fairfield LGA and attending a CSNSW workplace outside that LGA, must get a COVID test **every 72 hours**.

Fairfield, Canterbury-Bankstown and Liverpool LGAs

CSNSW staff involved in the administration of justice, including in relation to the operation of courts and tribunals, correctional centres and community corrections, who live in the **Fairfield, Canterbury-Bankstown and Liverpool LGAs** are deemed 'Authorised Workers' and are allowed to leave their LGA to attend work.

CSNSW Staff from **Fairfield, Canterbury-Bankstown and Liverpool LGAs** must carry their Corrective Services identification card with them when



travelling to and from work and may be required to show their identification to NSW Police when requested, as proof of requirement to attend the workplace. A DCJ Authorised Workers Letter will be made available to affected staff to carry as additional evidence.

Greater Sydney

Any person living in the Greater Sydney Region must get a COVID test every **7 days** if working 50 kilometres outside the lockdown zone.

Any person complying with the increased testing requirements **do not** have to wait for a negative result before attending the workplace, as long as they are not displaying symptoms.

Any person getting a COVID test for any other reason such as close or casual contact or being symptomatic must follow the normal requirements and isolate until they receive a negative result or further advice from NSW Health.

Evidence of testing:

Staff must produce evidence of COVID-19 testing, this may be in the form of a paper certificate, SMS/e-mail, QR Code check-in at vaccination clinic or staff declaration (when entering the work location).

Attending the workplace

In addition to the entry conditions outlined in Commissioner's Instruction 2020/85 and for the duration of the current Public Health Order, any person seeking entry to a CSNSW workplace will be asked, if they live in the Fairfield, Liverpool and Canterbury-Bankstown LGAs or for workplaces in regional locations if they have travelled from the Greater Sydney Region.

A driver's licence or form of identity may be requested as evidence of address.

Any impacted person seeking entry to a CSNSW workplace must be able to provide proof of their recent test.

Impacted persons can attend a CSNSW workplace provided they comply with the Public Health Order.

Local management are responsible for compliance and need to ensure any person attending a CSNSW workplace have met the relevant testing requirement and provided evidence of a test before entering the workplace.



Managers must keep a record of staff declarations, using the authorised template. Records may be requested by NSW Health or the NSW Police Force.

Local management are encouraged to be flexible with employees and allow staff time to be tested if required. This should be negotiated locally on a case-by-case basis to ensure operations can continue safely and with minimal disruption.



Commissioner
July 2021



Rescinded and replaced by CI 30/2021

ed by CI 30/2021





Commissioner's Instruction

No: 29 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure - Suspension of custody-based group programs and amended suspension of third-party providers/contractors' entry into Greater Sydney 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 following Commissioner's Instruction is rescinded and replaced by this Instruction: 21/2021 Suspension of third-party providers/contractors' entry into Greater Sydney correctional centres.

GREATER SYDNEY

Effective 18 July 2021, the following temporary restrictions apply to custody-based group programs and education **AND** the entry of contractors and service providers into correctional centres in Greater Sydney:

GROUP BASED PROGRAMS AND EDUCATION:

All group-based face to face programs and education activities delivered in correctional centres by Offender Management and Programs staff and/or third-party external providers are temporarily suspended until further notice.

CONTRACTORS

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

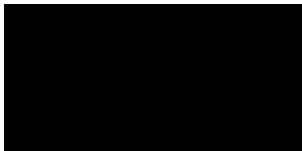


REGIONAL NSW

Contractors and service providers that reside in the Greater Sydney region will NOT be permitted access into correctional centres in regional areas unless the works are essential to sustain critical operations or are emergency in nature.

All essential external contractors/third parties entering CSNSW correctional centres must comply with current conditions of entry and Public Health Orders.

These measures are designed to limit the volume of people regularly entering correctional facilities to help stop the spread of COVID-19 and protect CSNSW staff and inmates.



**Commissioner
18 July 2021**



Rescinded by CIs 32/33/2021

Rescinded and r





Commissioner's Instruction

No: 30 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Entry and increased testing requirements for essential staff residing in **Fairfield, Canterbury-Bankstown, Liverpool, Parramatta, Campbelltown, Georges River, Cumberland, Blacktown LGAs and Greater Sydney**

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: 28/2021 –Interim Measure – Entry and increased testing requirements for essential staff residing in Fairfield, Liverpool and Canterbury-Bankstown LGAs and Greater Sydney.

Effective 31 July 2021, the following temporary measure will be in place for any person that resides in the following areas in compliance with NSW Public Health Orders (PHO).

Canterbury-Bankstown LGA

Any person residing in the **Canterbury-Bankstown** LGA and attending a CSNSW workplace outside that LGA, must get a COVID test **every 72 hours**.

Fairfield and Cumberland LGAs

Aged care and healthcare workers who live in Fairfield or Cumberland LGA but work outside these LGAs must get a COVID test **every 72 hours**.



Fairfield, Canterbury-Bankstown, Liverpool, Parramatta, Campbelltown, Georges River, Cumberland and Blacktown LGAs

CSNSW staff involved in the administration of justice, including in relation to the operation of courts and tribunals, correctional centres and community corrections, who live in the **Fairfield, Canterbury-Bankstown, Liverpool, Parramatta, Campbelltown, Georges River, Cumberland and Blacktown LGAs** are deemed 'Authorised Workers' and are allowed to leave their LGA to attend work.

CSNSW Staff from **Fairfield, Canterbury-Bankstown, Liverpool, Parramatta, Campbelltown, Georges River, Cumberland and Blacktown LGAs** must carry their Corrective Services identification card with them when travelling to and from work and may be required to show their identification to NSW Police when requested, as proof of requirement to attend the workplace.

A DCJ Authorised Workers Letter will be made available to affected staff to carry as additional evidence.

Greater Sydney

Any person living in the Greater Sydney Region must get a COVID test every **7 days** if working 50 kilometres outside the lockdown zone.

Any person complying with the increased testing requirements **do not** have to wait for a negative result before attending the workplace, as long as they are not displaying symptoms.

Any person getting a COVID test for any other reason such as close or casual contact or being symptomatic must follow the normal requirements and isolate until they receive a negative result or further advice from NSW Health.

Evidence of testing

Staff must produce evidence of COVID-19 testing, this may be in the form of a paper certificate, SMS/e-mail, QR Code check-in at vaccination clinic or staff declaration (when entering the work location).

Attending the workplace

In addition to the entry conditions outlined in Commissioner's Instruction 2020/85 and for the duration of the current Public Health Order, any person seeking entry to a CSNSW workplace will be asked, if they live in a **High Risk LGA's** or for workplaces in regional locations if they have travelled from the Greater Sydney Region.

A driver's licence or form of identity will be requested as evidence of address.

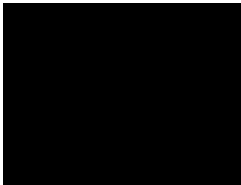


Any impacted person residing in **Canterbury-Bankstown LGA** seeking entry to a CSNSW workplace must be able to provide proof of their recent test and comply with the Public Health Orders.

Local management are responsible for compliance and need to ensure any person attending a CSNSW workplace have met the relevant testing requirement and provided evidence of a test before entering the workplace.

Managers must keep a record of staff declarations, using the authorised template. Records may be requested by NSW Health or the NSW Police Force.

Local management are encouraged to be flexible with employees and allow staff time to be tested if required. This should be negotiated locally on a case-by-case basis to ensure operations can continue safely and with minimal disruption.



**Commissioner
July 2021**





Commissioner's Instruction

No: 31 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

Greater Sydney Quarantine

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

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

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



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

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

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

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

- Pre 12.30pm, transport runs are to pick up remanded (male) new reception inmates from various court locations (2 out per compartment) and transport them directly to the Metropolitan Remand and Reception Centre (MRRC) designated Greater Sydney Quarantine cells.
- After the MRRC cut off time of 12.30pm, a dedicated truck is to be used to pick up remanded (male) new reception inmates from various court cell locations and transport them to dedicated Greater Sydney Quarantine cells at Parklea Correctional Centre.



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

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

CSNSW Staff PPE requirements

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

REQUIRED PPE:

GLOVES	FULL SLEEVE GOWN	EYEWEAR	KN95 MASK
			

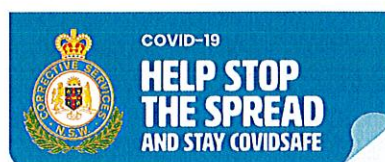
Greater Sydney Quarantine - Cleaning Requirements

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

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

Clinical Isolation

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



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

Inmates will remain in the Clinical Isolation until they are;

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

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

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

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

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

[REDACTED]
Kevin Corcoran
A/Commissioner
2 August 2021





Commissioner's Instruction

No: 32 / 2021

For the information of all CSNSW staff

Subject:

Novel Coronavirus (COVID-19) Interim Measure – Amendment of suspension of custody-based group programs.

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 Commissioner's Instruction 29/2021 is rescinded and replaced by this Instruction: 32/2021 Amendment of suspension of custody-based group programs.

Offender Services and Programs COVID-Safe Roadmap – Custody & WFH

The Offender Services and Programs (OS&P) **COVID-Safe Roadmap – Custody Overview** provides an overview of the OS&P response, based on restrictions implemented by NSW Government and Commissioner CSNSW. There are four phases to the OS&P response; phase 1 covers the highest level of restrictions while phase 4 covers basic level restrictions.

The custody based phase that any correctional centre finds itself in will determine if some OS&P staff are required to work from home. In this instance, the **OS&P COVID-Safe Roadmap – Custody & WFH** provides the custodial and work from home tasks that staff are expected to complete. The work from home tasks can be applied to most disciplines within OS&P.

OS&P staff working in correctional centres in Greater Sydney moved into Phase 1 of the OS&P COVID-Safe Roadmap effective 18 July 2021 and will remain in Phase 1 until further notice.



THIRD PARTY PROVIDERS

- Suspension of all Group based program activities delivered by external organisations will continue in Greater Sydney until further notice.

Regional NSW

Effective 6 August 2021, OS&P staff working in correctional centres in the Hunter and Tamworth region will move to Phase 1 of the OS&P COVID-Safe Roadmap – Custody & WFH until further notice.

External service providers that reside in the Greater Sydney region will continue to NOT be permitted access to correctional centres in regional areas until further notice. External Service providers in the Hunter region, Tamworth and Armidale are not permitted access to correctional centres in the region in line with Phase 1 of the OS&P COVID-Safe Roadmap – Custody & WFH.

Essential service delivery to inmates in the affected correctional centres in the Hunter region will be maintained with reduced staffing levels using a Team A/Team B approach. These measures are designed to limit the volume of people regularly entering correctional facilities to help stop the spread of COVID-19 and protect CSNSW staff and inmates.

All other Regional NSW OS&P staff working in correctional centres are to continue operating in accordance with Phase 4 of the OS&P COVID-Safe Roadmap – Custody & WFH.

Assistant Commissioner Offender Management and Programs (ACOMP) will, from 6 August 2021, determine the phase level that OS&P staff are continuing to deliver services and programs in correctional centres. The phase level will be aligned to the OS&P COVID-Safe Roadmap – Custody & WFH based on information and advice from NSW Government, NSW Health, and the Command Post advisors.

Phase level changes, for OS&P staff working in correctional centres, determined by Assistant Commissioner OM&P in line with the OS&P COVID-Safe Roadmap – Custody & WFH, will be communicated via email from Group Director, OS&P, Dr Jayson Ware.

[REDACTED]
Kevin Corcoran
A/Commissioner
9 August 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 33 / 2021

Subject:

Novel Coronavirus (COVID-19) Interim Measure - Suspension of custody-based third-party providers/contractors' entry into 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 Commissioner's Instruction 29/2021 is rescinded and replaced by this Instruction: 33/2021 Suspension of third-party providers/contractors' entry into Greater Sydney correctional centres.

For all Correctional Centres located inside regions that are subject to NSW Government COVID-19 related lockdown orders, the following suspensions are in place all for the period of the lockdown orders:

- Custody-based education programs conducted by third party external providers.
- All external contractors are suspended from access unless they are performing emergency work such as medical/mental health care, essential logistics, essential maintenance and emergency building works.

For all Correctional Centre **NOT** located inside regions that are subject to NSW Government COVID-19 related lockdown orders, the following is suspended:

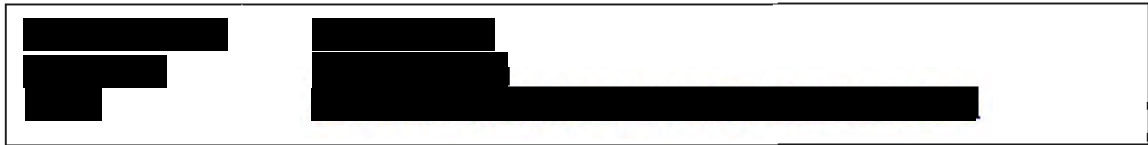
- Any external contractors and external third-party service providers who reside in a region subject to NSW Government COVID-19 lockdown orders are suspended from access unless the works are essential to sustain critical operations or are emergency in nature.



All essential external contractors/third party suppliers entering CSNSW correctional centres must comply with current conditions of entry and Public Health Orders. These measures are designed to limit the volume of people regularly entering correctional facilities to help stop the spread of COVID-19 and protect CSNSW staff and inmates.



Kevin Corcoran
A/Commissioner
3 August 2021





Commissioner's Instruction

No: 34 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

CSNSW Staff PPE requirements

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

REQUIRED PPE:

GLOVES



FULL SLEEVE GOWN



EYEWEAR



KN95 MASK



Two-Out Quarantine

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

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

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

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

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



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

Metropolitan locations only

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

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

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

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

Quarantine - Cleaning Requirements

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

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

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

Clinical Isolation

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



Inmates will remain in the Clinical Isolation until they are;

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

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

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

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

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



Kevin Corcoran
A/Commissioner
✍ August 2021





Commissioner's Instruction

No: 35 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Temporary Expansion of the Medical Escort Unit (Long Bay & Silverwater)

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 practice of correctional centre staff conducting their own medical escorts/hospital guard duty increases the risk of COVID-19 exposure and transmission within correctional centres, given that the escorting staff return to other roles within the centre upon completion of the escort.

As a result, the Medical Escort Unit (MEU), has been temporarily expanded in the Sydney Metropolitan Region, to strengthen medical escorts in response to COVID-19, and will operate on a 24/7 basis.

By expanding MEU operations and increasing the resources to perform all medical escorts including hospital guard duty within the Sydney Metropolitan Region, the risk of COVID-19 transmission can be reduced. The additional staffing resources will be attached to the MEU, initially on a temporary basis during the current COVID pandemic, and will not perform any shifts within a correctional centre.

The additional correctional officer level staffing will be sourced via Expression of Interest (EOI) seeking both ongoing correctional officers, and casual correctional officers (CCO) placed on temporary employment (TE). A separate EOI initially seeking ongoing Senior Correctional Officers for a Developmental Opportunity at the MEU has also been disseminated via email Broadcast. The two (2) new TE SAS roles have been filled via Talent Pool activation – Temp Appt.

Preference given to those officers who have received at least their first COVID vaccination shot.



MEU training for staff will be provided by the Security Operations Group (SOG) and Extreme High Security Escort Unit (EHSEU) from week commencing 23 August 2021.

Effective 30 August 2021, the MEU will expand to undertake all scheduled medical escorts, unscheduled medical escorts and hospital guard duty on a 24/7 basis for all private and publicly operated correctional centres in the Sydney Metropolitan Region. Effective 30th August 2021, these activities will no longer be completed by individual centres, unless MEU staff are unavailable.

MEU General Manager, will be in contact with all centre Governors / Stand-alone MOS and other key stakeholders, to ascertain what resources that can be redeployed to the MEU prior to 30 August 2021. Further communications will be disseminated by GM MEU to the key stakeholders directly.

[REDACTED]
Kevin Corcoran
A/Commissioner
12 August 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 37 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Medical Escort Unit (MEU) Temporary Expansion - Operational Changes and Key Contacts

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

As outlined in Commissioner's Instruction (CI) 35/2021, effective 30 August 2021, the MEU will temporarily expand to operate on a 24/7 basis, to facilitate the following movements for all public and privately operated correctional centres in the Sydney Metropolitan Region:

- Scheduled medical escorts;
- Unscheduled medical escorts;
- Hospital guard duty;
- Section 19/21 Mental Health Assessments (Previously s33).

Note: The Special Purpose Centre is the only centre that will conduct their own escorts given the special requirements around the Custodial Witness Protection Program

Changes to MEU Operating Protocols

- Scheduled Medical Escorts

Normal operating protocols will remain in place with Justice Health Medical Appointment Team providing lists of appointments to correctional centres and the Medical Escort Unit.

- Unscheduled Medical Escorts

Correctional centres will contact either Long Bay or Silverwater MEU on the numbers outlined below, with MEU staff re-deployed to the correctional centre to undertake the escort.



- Hospital Guard Duty

The MEU will facilitate all hospital guard duty from 10:00pm on 29 August 2021.

- Section 19/21 Mental Health Assessments

Correctional centres will contact either Long Bay or Silverwater MEU on the numbers outlined below, with MEU staff re-deployed to the required location accordingly. Surry Hills Court Cells and Amber Laurel Court Cells are able to contact MEU for assistance when they are unable to provide their own staff for 19/21 escorts.

- Section 24 Movement Orders/Escort Risk Assessments

These documents will be prepared and signed by the individual correctional centre, with MEU staff collecting them from the centre prior to departure.

- Firearms and Restraints

MEU staff are authorised to utilise firearms and restraints from correctional centre armouries for escorts to be facilitated. When this occurs, the MEU will contact the Officer in Charge (OIC) of the centre, informing them of the need to utilise the centre's armoury items. To ensure accountability, armoury items drawn by the MEU will be returned to the centre at the completion of each escort.

- Escort Vehicles

Escort vehicles from correctional centres will be temporarily re-deployed to the MEU for the duration of the expansion.

MEU Key Contact Details – 24 hours a day, seven (7) days a week

- Long Bay MEU SCO Operations: Phone 9289 2461
- Silverwater MEU SCO Operations: Phone 9289 5020

The MEU General Manager will contact each centre Governor / Stand-alone MOS to further discuss the processes outlined in this CI, in readiness for the 30 August 2021 'go-live'.



Kevin Corcoran
Commissioner /
30 August 2021





Commissioner's Instruction

No: 38 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Restriction of Chaplain movements between 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

To address the risk of COVID-19 transmission in the Correctional environment, the following restriction on Chaplain movements is now in force until further notice:

- 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, are restricted from entering more than one Correctional Centre.

[REDACTED]
Kevin Corcoran
A/Commissioner
18 August 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 39 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Criteria for exclusion from correctional centres and other CSNSW work 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 85/2020 'Update to criteria for exclusion from correctional centres and other CSNSW work locations' is rescinded and replaced by this Commissioner's Instruction.

This Commissioner's Instruction sets out the requirements for the entry of staff and visitors into correctional centres and other CSNSW work locations.

All persons seeking to enter a correctional centre, court cell location, community corrections office, resident housing facility or corporate office must:

- Be temperature tested upon entry;
- Answer the following COVID-19 screening questions;
 - Have you attended any case locations identified by NSW Health or a Public Health Order as requiring mandatory self-isolation / quarantine and COVID-19 testing; in the last 14 days?
 - Have you been in close contact with a person confirmed to have COVID-19 in the last 14 days?
 - Do you have a fever or any respiratory symptoms, for example: sore throat, cough, shortness of breath, and/or loss of smell and/or loss of taste?
- Provide relevant personal details [name and contact number] upon entry to assist with any contact tracing where required.
- Where implemented, submit to Rapid Antigen Screening tests.



Temperature Checks:

Any person whose temperatures check result is at or exceeds the Justice Health and Forensic Mental Health Network (JHFMHN) recommended temperature (37.5 degrees Celsius) will not be granted entry.

Staff whose temperature is checked at or above the JHFMHN recommended temperature:

- Staff are to wait 15 minutes and submit to a retest using a handheld non-contact thermometer; and
- If the subsequent test result is recorded at or exceeds the recommended temperature, Managers are to complete the 'COVID-19 form for employees asked to leave a workplace – staff'. The staff member is to leave the workplace immediately, return home, and make contact with their local GP by phone.

Visitor/Contractor/Other person whose temperature is checked at or above the JHFMHN recommended temperature:

- The person is to wait 15 minutes and submit to a retest using a handheld non-contact thermometer; and
- If the subsequent test result is recorded at or exceeds the recommended temperature, the person must leave the workplace, be advised to seek medical advice and not return to any CSNSW location until they no longer display symptoms.

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

COVID-19 screening questions:

COVID-19 case locations requiring mandatory self-isolation and COVID-19 testing identified by NSW Health are updated daily.

Restricted locations as per Public Health Orders requiring a mandatory 14 day quarantine period are updated as new Public Health Orders are issued.

These locations can be identified by clicking on the links to case locations and public health orders on the CSNSW Intranet – Coronavirus Resources – Quick Links.

No person who has attended a case location requiring mandatory self-isolation or a quarantine period in the last 14 days is permitted to enter CSNSW work locations.

If any person attends a CSNSW work location and answers 'yes' to this question, they are in breach of a Public Health Order and should be reported to NSW Police via Crime Stoppers [REDACTED]



The manager at each CSNSW work location is responsible for ensuring appropriate staff have access to an updated list of case locations each day.

Contact tracing:

As per NSW Public Health Order – Restrictions on Gathering and Movement, CSNSW must collect the name, contact details and date/time of entry to all work locations for contact tracing purposes.

This information must be stored for a minimum 28 days and produced to the NSW Chief Health Officer if requested.

No person who refuses to provide contact tracing details is permitted to enter a CSNSW work location.

Rapid Antigen Screening Tests:

Rapid Antigen Screening Tests (RAST) will be implemented across a large number of CSNSW work locations.

Staff will be trained to supervise the test. Testing takes approximately 10 minutes. A positive result will need to be confirmed by a standard PCR COVID-19 test, taken at rapid COVID-19 testing site.

No person who refuses to undertake RAS testing is permitted to enter a CSNSW work location.

Required action if a person meets the exclusion criteria:

If a staff member presents with any of the exclusion criteria, they are to be requested to leave the workplace. The manager is to complete the 'Employees asked to leave the workplace' form.

If a visits/contractor/other presents with any of the exclusion criteria, they are to leave the site, be advised to seek medical advice (if relevant) and not return to any CSNSW work location until they can meet the entry requirements.



**Kevin Corcoran PSM
A/Commissioner
26 August 2021**





Commissioner's Instruction

No: 40 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Entry, testing and vaccination requirements for Authorised Workers.**

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 30/2021 'Entry and increased testing requirements for essential staff residing in Fairfield, Canterbury-Bankstown, Liverpool, Parramatta, Campbelltown, Georges River, Cumberland, Blacktown LGAs and Greater Sydney' is rescinded and replaced by this Commissioner's Instruction.

The following temporary measure has been put in place for any person that resides in the following areas in compliance with NSW Public Health Orders (PHO):

Declared Local Government Areas (LGAs) of Concern

(Bayside, Blacktown, Burwood, Campbelltown, Canterbury-Bankstown, Cumberland, Fairfield, Georges River, Liverpool, Parramatta, Strathfield and some suburbs of Penrith.)

CSNSW staff involved in the administration of justice, including in relation to the operations of courts and tribunals, correctional centres and community corrections, who live in a declared LGA of concern are deemed 'Authorised Workers' and are allowed to leave their LGA to attend work.

These staff must carry their Corrective Services identification card with them when travelling to and from work and may be required to show their identification to NSW Police when requested, as proof of requirement to attend the workplace.

A Corrective Services NSW Authorised Workers Letter is available for affected staff to carry as additional evidence.

Permit Requirements

From Saturday 28 August 2021, authorised workers from declared LGAs have been required to have a permit from Service NSW allowing travel outside of their LGA for work. This requirement still applies.

Vaccination Requirement

From Monday 6 September authorised workers from declared LGAs who are working outside their LGA are required to have had their first COVID-19 vaccine or possess a [medical exemption](#) certificate issued by a medical practitioner in a form approved by the NSW Chief Health Officer.

If you live in a declared LGA of concern and have not had your first vaccine by Monday 6 September 2021, you will not be able to leave your LGA to attend work. You will be required to access your paid leave entitlements (recreation leave or extended leave) or leave without pay until you have had at least once COVID-19 vaccine. Sick leave and COVID Special Leave will not be available.

Evidence of vaccination or medical exemption

The Public Health Order requires you to carry evidence of your vaccination or medical exemption and produce that evidence to your employer, a police officer or an authorised officer, if requested.

Acceptable Evidence of your vaccination can include an:

- online [immunisation history statement](#) or
- COVID-19 digital certificate from the [Australian Immunisation Register](#).

Staff are required to confirm vaccination status on the DCJ Vaccination Register. This is accessible via Service Now [REDACTED].

Once logged in to ServiceNow, you can find the registration form by:

- Clicking your profile button on the top right corner
- Selecting 'Profile'
- Scrolling down past 'User preferences' where you'll see the Vaccination Register

Residents of Greater Sydney required to travel to regional NSW

Any person living in the Greater Sydney Region must get a COVID-19 test every **7 days** if working 50 kilometres outside the Greater Sydney region.

Any person complying with the increased testing requirements **does not** have to wait for a negative result before attending the workplace, as long as they are not displaying symptoms.

Any person who returns a positive test must not attend the workplace and immediately self-isolate in accordance with Health advice.

Any person receiving a COVID-19 test for any other reason such as being a close or casual contact or being symptomatic must follow the normal requirements and isolate until they receive a negative result or further advice from NSW Health.

Evidence of testing

Staff must produce evidence of COVID-19 testing, this may be in the form of a paper certificate, SMS/e-mail, QR code check-in at testing site or staff declaration (when entering the work location).

Evidence of place of residence

In addition to the entry conditions outlined in Commissioner’s Instruction 39/2021 and for the duration of the current Public Health Order, any person seeking entry to a CSNSW workplace will be asked, if they live in a **declared LGA of concern** or for workplaces in regional locations if they have travelled from the Greater Sydney Region.

A driver’s licence or form of identify will be requested as evidence of address.

Responsibility for checking compliance

Local management are responsible for compliance and need to ensure any person attending a CSNSW workplace have met the relevant testing and vaccination requirement and provided evidence of a test and/or vaccine/medical contraction certificate before entering the workplace.

Staff employed in DCJ workplaces can use the declaration accessible via Service Now [redacted] to confirm vaccination compliance, but may be required to present primary evidence to verify the declaration.

Managers must keep a record of staff declarations, using the authorised template. Records may be requested by NSW Health or the NSW Police Force.

[redacted]

Kevin Corcoran PSM

A/Commissioner

2 September 2021

[redacted]
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Commissioner's Instruction

No: 41 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Temporary Expansion of Fresh Custody Window Period at MRRC (8:00am -7:00pm)

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

Effective Monday 6 September 2021, the cut-off time for receiving fresh custody inmates at the MRRC will be extended from the current cut-off time of 12:30pm to 7:00pm.

The limits on the number of fresh custody inmates that can be received each day at the MRRC will also increase from 30 to 60 per day.

The suspension of all inmate movements into Parklea Correctional Centre will remain in place until further notice. Extending the cut-off time at the MRRC will facilitate the clearance of inmates held at Surry Hills and Amber Laurel.

MRRC will receive fresh custodies from the following locations:

- South Coast Correctional Centre (Batemans Bay, Nowra).
- Goulburn Correctional Centre (Goulburn and Queanbeyan CESU's)
- Shortland Correctional Centre (Newcastle catchment, Kariong, Wyong and Gosford CESU's).



All other reception centres including Junee, Bathurst, Tamworth, Mid North Coast, Broken Hill & Clarence Correctional Centres will continue to receive fresh custodies.



Kevin Corcoran
A/Commissioner
4 September 2021





Commissioner's Instruction

No: 42 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

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

Essential movements of inmates until further notice include:

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



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

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

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

New requirements for inmates transferring from the metropolitan area

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

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

Prior to departure

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

Dedicated Staging Correctional Centres

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

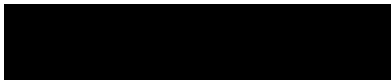
Management of inmates in Staging Correctional Centres

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



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

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



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





Commissioner's Instruction

No: 43 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Minimum Personal Protective Equipment (PPE) Requirement.

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 25/2021 'Face mask requirements' is rescinded and replaced by this Commissioner's Instruction

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

Additional PPE requirements are in place when working with an inmate in quarantine or isolation. Refer to Commissioner's Instruction 34/2021 'Management of New Reception Inmates'.

IMPLEMENTATION

The following minimum PPE requirements will apply to all CSNSW locations in the **Greater Sydney Region from Monday 6 September 2021**. The same requirements will apply in all **regional CSNSW locations from Monday 13 September 2021**.

PPE REQUIREMENTS FOR STAFF

Staff working in a Correctional Centre (including the Compulsory Drug Treatment Centre), COSP (Community Offender Support Program centre), Transitional Centre, Integrated Support Centres, Court Location in Court Escort Security Unit or Medical Escort Unit, must:

- wear a KN95/N95/P2 face mask at all times. This applies to everyone attending a CSNSW workplace and includes administration areas and work vehicles.



- wear eye protection (safety goggles or a face shield) when working in inmate and offender contact areas. PPE glasses or prescription glasses are **not** sufficient eye protection. Where staff need to wear prescription glasses, they must wear a face shield or PPE goggles over the top.

Staff working in office-based workplaces not located on a correctional complex:

- staff who have contact with offenders, in the community or inmates in custody (i.e. Community Corrections Officers, Sentence Administration staff) must wear a KN95/N95/P2 face mask at all times.
- Staff working in workplaces not on correctional complexes or in contact with inmates or offenders must continue to wear surgical masks at all times.

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. Inmate hygiene crews should already be wearing surgical masks and must continue to do so.

PPE REQUIREMENTS FOR VISITORS/CONTRACTORS

- Contractors and official visitors have the same requirements as staff.

SUPPLY OF FACE MASKS

Only surgical, KN95/N95/P2 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 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.

From a work health and safety perspective, managers have a responsibility to ensure your safety but also the safety of everyone else in their workplace.

The following process applies:

1. Provide a medical certificate to support your exemption request.
2. Conduct a risk assessment using the DCJ template to assess the risks and identify any reasonable workplace adjustments to mitigate the risks of COVID



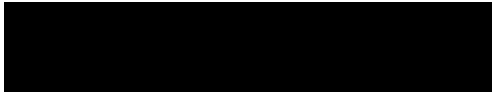
transmission for the staff member and other staff if they remained in the workplace without a face mask.

3. If the risks cannot be mitigated leave arrangements may be considered until such time as the current risk of community transmission reduces and NSW Health revert to Amber Alert levels which only require masks to be worn when 1.5m physical distance cannot be maintained.

The wearing of PPE is an additional precautionary measure recommended by NSW Health. It does not change any of our ongoing measures to stop the spread of the virus. All COVID-19 safety measures remain, including:

- Maintenance of physical distancing (1.5 metres) where possible
- Hand hygiene
- Cough and sneeze etiquette
- Correct application and use of PPE
- Staying away from work if feeling unwell
- Following self-isolation and testing requirements when required.

Any person entering or exiting a correctional centre must remove their face mask if required for purpose of identification. If such a request is made, all available COVID-19 safety measures must be implemented. Local Operating Procedures set relevant requirements.



Kevin Corcoran PSM
A/Commissioner
5 September 2021





Commissioner's Instruction

No: 44 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Entry, testing and vaccination requirements for Authorised Workers.**

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 40/2021 'Entry and increased testing requirements for essential staff residing in Fairfield, Canterbury-Bankstown, Liverpool, Parramatta, Campbelltown, Georges River, Cumberland, Blacktown LGAs and Greater Sydney' is rescinded and replaced by this Commissioner's Instruction.

The following temporary measure has been put in place for any person that resides in the following areas in compliance with NSW Public Health Orders (PHO):

Declared Local Government Areas (LGAs) of Concern

(Bayside, Blacktown, Burwood, Campbelltown, Canterbury-Bankstown, Cumberland, Fairfield, Georges River, Liverpool, Parramatta, Strathfield and some suburbs of Penrith.)

CSNSW staff involved in the administration of justice, including in relation to the operations of courts and tribunals, correctional centres and community corrections, who live in a declared LGA of concern are deemed 'Authorised Workers' and are allowed to leave their LGA to attend work.

These staff must carry their Corrective Services identification card with them when travelling to and from work and may be required to show their identification to NSW Police when requested, as proof of requirement to attend the workplace.

A Corrective Services NSW Authorised Workers Letter is available for affected staff to carry as additional evidence.

Permit Requirements

From Saturday 28 August 2021, authorised workers from declared LGAs have been required to have a permit from Service NSW allowing travel outside of their LGA for work. This requirement still applies.

Vaccination Requirement

From Thursday 9 September 2021 authorised workers from declared LGAs who are working outside their LGA are required to have had their first COVID-19 vaccine, or evidence of a booking for vaccination before 19 September 2021 or possess a [medical exemption](#) certificate issued by a medical practitioner in a form approved by the NSW Chief Health Officer.

If you live in a declared LGA of concern and have not had your first vaccine or have a booking for a vaccine by Monday 19 September 2021, you will not be able to leave your LGA to attend work. You will be required to access your paid leave entitlements (recreation leave or extended leave) or leave without pay until you have had at least once COVID-19 vaccine. Sick leave and COVID Special Leave will not be available.

Evidence of vaccination or medical exemption

The Public Health Order requires you to carry evidence of your vaccination or medical exemption and produce that evidence to your employer, a police officer or an authorised officer, if requested.

Acceptable Evidence of your vaccination can include an:

- online [immunisation history statement](#) or
- COVID-19 digital certificate from the [Australian Immunisation Register](#).

Staff are required to confirm vaccination status on the DCJ Vaccination Register. This is accessible via Service Now [REDACTED].

Once logged in to ServiceNow, you can find the registration form by:

- Clicking your profile button on the top right corner
- Selecting 'Profile'
- Scrolling down past 'User preferences' where you'll see the Vaccination Register

Residents of Greater Sydney required to travel to regional NSW

Any person living in the Greater Sydney Region must get a COVID-19 test every **7 days** if working 50 kilometres outside the Greater Sydney region.

Any person complying with the increased testing requirements **does not** have to wait for a negative result before attending the workplace, as long as they are not displaying symptoms.

Any person who returns a positive test must not attend the workplace and immediately self-isolate in accordance with Health advice.

Any person receiving a COVID-19 test for any other reason such as being a close or casual contact or being symptomatic must follow the normal requirements and isolate until they receive a negative result or further advice from NSW Health.

Evidence of testing

Staff must produce evidence of COVID-19 testing, this may be in the form of a paper certificate, SMS/e-mail, QR code check-in at testing site or staff declaration (when entering the work location).

Evidence of place of residence

In addition to the entry conditions outlined in Commissioner’s Instruction 39/2021 and for the duration of the current Public Health Order, any person seeking entry to a CSNSW workplace will be asked, if they live in a **declared LGA of concern** or for workplaces in regional locations if they have travelled from the Greater Sydney Region.

A driver’s licence or form of identify will be requested as evidence of address.

Responsibility for checking compliance

Local management are responsible for compliance and need to ensure any person attending a CSNSW workplace have met the relevant testing and vaccination requirement and provided evidence of a test and/or vaccine/medical contraction certificate before entering the workplace.

Staff employed in DCJ workplaces can use the declaration accessible via Service Now [redacted] to confirm vaccination compliance, but may be required to present primary evidence to verify the declaration.

Managers must keep a record of staff declarations, using the authorised template. Records may be requested by NSW Health or the NSW Police Force.

[redacted]

**Kevin Corcoran PSM
A/Commissioner**

8 September 2021

[redacted]
[redacted]
[redacted]

[redacted]
[redacted]



Commissioner's Instruction

No: 45 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

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

Essential movements of inmates until further notice include:

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

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

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

New requirements for inmates transferring from the metropolitan area following quarantine

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

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

Prior to departure

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

Dedicated staging correctional centres

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

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

Management of inmates in staging correctional centres

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

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



Kevin Corcoran PSM
A/Commissioner
9 September 2021





Commissioner's Instruction

No: 46 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Minimum Personal Protective Equipment (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 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 43/2020 'Minimum Personal Protective Equipment (PPE) Requirements' 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 as directed by the CSNSW Command Post.
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct inmate/offender contact occurs, or offenders/inmates reside for example:
 - Interview rooms
 - Group Rooms
 - Reception counter / waiting room
 - Residents rooms
 - Shared living areas
 - Home visits



Red zone PPE

P2/N95 mask

Face shield/safety goggles
(prescription glasses are not sufficient)

Disposable gloves when coming into direct contact with and/or exchanging documents or other items with an inmate/offender

Long sleeve gown when coming into direct contact with an offender/inmate



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

Orange zone PPE

Surgical or P2/N95/KN95 mask depending on availability

Face shield/safety goggles (prescription glasses are not sufficient)



Any divergence from the prescribed PPE requirements must be subject to a local WHS Risk-Assessment in consultation with a Health and Safety Representative. The completed risk assessment must be sent to the Command Post who will seek advice from Health before sending to the Commissioner for approval.

STAFF WORKING IN NON-INMATE / OFFENDER CONTACT AREAS

All staff working in areas with no inmate or offender contact, are required to wear a surgical mask at all times. If there is a need to transit through red or orange zone areas with inmate or offender contact, the red or orange zone PPE requirements apply.

In circumstances where an inmate may be allowed into the normally non-inmate/offender contact area, such as a sweeper, both staff and inmates/offenders in the area must follow the orange zone PPE requirements.

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.

Inmate hygiene crews should already be wearing surgical masks and must continue to do so.

PPE REQUIREMENTS FOR VISITORS/CONTRACTORS

Contractors and official visitors have the same requirements as staff.

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 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
A/Commissioner
30 September 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 47 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

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



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

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

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

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



Kevin Corcoran PSM
A/Commissioner
8 October 2021





Commissioner's Instruction

No: 48 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Updated - Commissioner Release to Parole

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 22/2020 'Commissioner Release to Parole' is rescinded and replaced by this Commissioner's Instruction.

Amendments to the *Crimes (Administration of Sentences) Act 1999* (CAS ACT) allow for the release of an inmate to parole by way of a Commissioner's order.

On 17 April 2020, policy and procedures were released relating to the identification and assessment of eligible offenders under this provision, as well as the decision making and approval pathways for the making of a Commissioner's order.

The policy and procedures have now been updated to streamline and clarify the process and can be located [REDACTED].

The policy and procedures have been updated in preparedness in the event that they are required, however no assessments under these provisions are currently underway. Further communication will be issued in the event these provisions will be activated.

[REDACTED]

Kevin Corcoran PSM
A/Commissioner
6 October 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 49 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

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

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

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



A temporary lockdown of an area within a CC is not a sufficiently valid reason to cancel AVL court appearances and legal visits for the entire CC. All closures and disruptions to AVL must be sent to

[REDACTED]

[REDACTED]

Kevin Corcoran PSM
A/Commissioner
14 October 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 50 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Medical Escort Unit (MEU) – Temporary Expansion - Update

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

In accordance with Commissioner's Instruction 35/2021 and as mentioned in Commissioner's Instruction 37/2021, the Medical Escort Unit (MEU) temporarily expanded operations on 30 August 2021, to undertake all scheduled medical escorts, unscheduled medical escorts and hospital guard duty on a 24/7 basis for all private and publicly operated correctional centres in the Sydney Metropolitan Region.

Effective 25 October 2021, the MEU will **no longer** undertake medical escorts for privately operated correctional centres in the Sydney Metropolitan Region, with these functions returning to the private centres to undertake.

All other elements outlined in CI 35/2021 and CI 37/2021 remain unchanged.

[REDACTED]
Kevin Corcoran
A/Commissioner
17 October 2021





Commissioner's Instruction

No: 51 / 2021

For the information of all CSNSW staff

Subject: DCJ COVID-19 Vaccination Policy – including the requirement for all CSNSW employees to be vaccinated against COVID 19

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 Department of Communities and Justice (DCJ) COVID-19 Vaccination Policy sets out the employee requirements for mandatory COVID-19 vaccinations. This Commissioner's Instruction confirms the application of the Vaccination Policy across all CSNSW work locations. This Instruction applies to all CSNSW employees, contractors and consultants. The requirement for visitors, third parties and any other person entering a correctional centre/complex to be vaccinated will be set out in a separate Commissioner's Instruction with other entry correctional centre entry criteria.

All DCJ employees must be vaccinated against COVID-19 with a vaccination approved by the Therapeutic Goods Administration of Australia. Staff are required to have received vaccinations by the following dates:

- Dose 1 by 25 October 2021 if you work in, or have to go to, frontline workplaces. This includes Correctional Centres, Community Corrections facilities and Courts,
- Dose 1 by 1 December 2021 if you work in any other DCJ locations, such as corporate or policy offices, or work from home. If this is your main work location, but you sometimes go to a frontline office, then the earlier date applies.
- Dose 2 by 17 January 2022 for all DCJ staff.



Provision and verification of COVID-19 vaccination status

All employees subject to the first dose due date of 25 October 2021 must submit their COVID-19 vaccination status and evidence via the ServiceNow / Justice Self Service Portal.

From 25 October 2021 until 15 November 2021, any relevant employee who has yet to submit their vaccination status and evidence via the ServiceNow/Justice Self Service Portal will be required to show proof of vaccination or booked appointment each time they enter a Correctional Centre/Complex, Court Cell Complex or Community Corrections workplace.

Vaccination status and evidence for these employees must be submitted via the ServiceNow/Justice Self Service Portal by 11:59pm on 15 November 2021.

All employees subject to the first dose due date of 1 December 2021 must have submitted their COVID-19 vaccination status and evidence via the ServiceNow/Justice Self Service Portal by 11:59pm on 30 November 2021.

Your vaccination status and evidence will be provided to your Manager/Supervisor, who is responsible for reviewing and validating the evidence via the ServiceNow/Justice Self Service Portal.

If your evidence is a [medical contraindication certificate](#), do not upload this certificate to the ServiceNow/Justice Self Service Portal, only complete the status section. Employees with a medical contraindication certificate must provide a copy to their Manager/Supervisor, who will then seek validation advice from People (HR) Business Partners. This will include seeking advice on whether reasonable workplace adjustments need to be considered.

Record Keeping

As part of the verification process, you will be asked to provide your name, whether you are an authorised worker, your work and residential Local Government Area (LGA), your residential postcode, your vaccination status as well as vaccine type and vaccination dates. If you do not wish to provide your vaccine type you will be required to confirm whether the vaccine you have received has been approved for use in Australia by the Therapeutic Goods Administration.

If you refuse to provide your vaccination information to DCJ, it may be determined that you have refused to comply with a reasonable direction of DCJ and misconduct action may be taken against you in accordance with the *Government Sector Employment Act 2013* and the *Government Sector Employment (General) Rules 2014*.



Managers/Supervisors must forward the employee's medical contraindication forms and medical clearance notification (where applicable) to Payroll so that it can be stored on the employee's personnel file, which will be kept confidential and only accessible to people who are authorised and required to access it.

Compliance Date

Employees who have not had their first dose of an approved COVID-19 vaccination by the relevant date (25 October 2021 or 1 December 2021) are not authorised to attend the workplace.

For staff who must have their first vaccination by 25 October 2021, and are legitimately unable to obtain a vaccination appointment to meet the 25 October 2021 deadline, then a later first dose date of 8 November 2021 may apply subject to appropriate evidence and approval from your manager prior to 25 October 2021.

An employee who does not comply with the DCJ COVID-19 Vaccination Policy, will be required to take their own leave, or where all personal leave is exhausted, Leave Without Pay (LWOP) until contacted by DCJ.

Managers of DCJ workplaces will be required to have confirmed employee vaccination status by the relevant date (25 October 2021 or 1 December 2021) and must direct any employee who is unable to provide evidence of having at least one dose of an approved COVID-19 vaccination to leave the workplace and remain away from the workplace.

Employees will not be able to access sick leave or COVID-19 Special Leave when directed to take leave as part of the non-compliance process.

Exceptional Circumstances

Under the DCJ COVID-19 Vaccination Policy, if an employee believes there are exceptional circumstances as to why they should not have to be vaccinated, other than a medical contraindication, they can apply to have this considered as an exceptional circumstance.

This must be submitted prior to the compliance date. Once the compliance date for the requirement to be vaccinated has been reached, employees will be instructed to take leave immediately pending any decisions.

The process to apply for an exceptional circumstance is, the:

1. Employee must complete an [Exceptional Circumstances Form](#) and submit it to their Manager / Supervisor or Manager / Supervisor one-up
2. Manager / Supervisor or Manager / Supervisor one up must send the form to their People (HR) Business partner who will refer it to the COVID-19 Exception Circumstances Review Panel



3. The review panel, led by the People Branch, and consisting of a People Director, People Business Partner and Executive from the employee's division, will review the submission in partnership with any other relevant subject matter experts and determine the outcome
4. The outcome will be communicated to the Manager/Supervisor for further discussion and action with the employee.

If the exceptional circumstance is accepted, an individual risk assessment must be performed to determine if the employee can continue in their current role with additional control measures in place. Other alternatives may also be considered in consultation with the relevant People Business Partners.

If an exceptional circumstance is not accepted, the employee will need to comply or be managed under the non-compliance process.

[Redacted]

Kevin Corcoran PSM

A/Commissioner

20 October 2021

[Redacted]
[Redacted]
[Redacted]

[Redacted]
[Redacted]
[Redacted]





Commissioner's Instruction

No: 52 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Correctional Officers 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

Due to current COVID-19 infections within some NSW Correctional Centres (CC), the following temporary action is mandated to assist in reducing COVID-19 transmission opportunities:

From 25 October 2021 all Correctional Officers will be restricted to working at one site only unless they submit to Rapid Antigen Screening (RAS) testing as per the local RAS testing procedure for each shift and produce a negative test result.

Correctional Officers who work at multiple sites cannot accept shifts at a centre that does not have RAS testing capability.

This includes any CSNSW staff member who is also employed by a private contracted Correctional Centre (i.e. Parklea CC, Junee CC and Clarence CC.)


Kevin Corcoran PSM
A/Commissioner
25 October 2021



[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 53 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – **Criteria for entry into correctional centres, correctional complexes and other CSNSW 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

From 8 November 2021, the following Commissioner's Instructions are rescinded:

- 19/2021 'Service NSW QR Codes'
- 23/2021 'Amendment to changes to Community Corrections service delivery'
- 32/2021 'Amendment of suspension of custody-based group programs'
- 33/2021 'Suspension of custody based third party providers/contractors entry into correctional centres'
- 38/2021 'Restriction of Chaplain movements between correctional centres'
- 39/2021 'Criteria for exclusion from correctional centres and other CSNSW work locations'

This Commissioner's Instruction sets out the requirements for the entry of staff and visitors into correctional centres / complexes and other CSNSW work locations that are effective from 8 November 2021.

Entry requirements

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



- Provide relevant personal details on entry to assist with contact tracing where required. This may be via a Service NSW QR Code.
- Comply with COVID-19 vaccination requirements.
- Where implemented, submit to Rapid Antigen Screening (RAS) tests
- Answer the following screening questions:
 - Have you been in close contact with a person confirmed to have COVID-19 in the last 14 days?
 - Have you been required to self-isolate or quarantine in the past 14 days?
 - Do you have a fever or any respiratory symptoms?
- Any person answering yes to any of these screening questions is to be refused entry to the work location.

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.

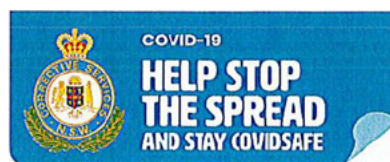
A person whose temperature is recorded at or exceeds the Justice Health and Forensic Mental Health Network (Justice Health) recommended temperature of 37.5 degrees Celsius. Where a person's temperature is checked at or above the Justice Health recommended temperature:

- The staff member or visitor is to wait 15 minutes and submit to a retest using a handheld non-contact thermometer
- If a staff member's subsequent 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 local GP by phone. 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.

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).



Vaccination requirements

Vaccination status – Third Party Providers, Contractors and Visitors

From 8 November 2021, all Third-Party Providers, Contractors and 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

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 which can be accessed 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;
- a medical contraindication certificate;
- or a medical certificate confirming date of persons' clearance from COVID-19 infection and exemption from vaccination and testing for 6 month, as per the relevant Public Health Order

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.

[REDACTED]
Kevin Corcoran PSM

A/Commissioner

28 October 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 54 / 2021

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Requirements for participating in COVID-19 screening at CSNSW workplaces.

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

This Commissioner's Instruction sets out the requirements for Rapid Antigen Screening (RAS) for entry of staff, contractors and professional visitors into correctional complexes and other CSNSW work locations.

All staff, contractors and professional visitors seeking to enter a CSNSW work location or correctional complex must where implemented, submit to Rapid Antigen Screening (RAS)

Rapid Antigen Screening (RAS)

Where implemented, RAS testing locations need to operate across all times necessary to facilitate staff, contractors and professional visitor's entry into the workplace. Each work location in consultation with the Command Post and relevant stakeholders will determine the frequency and procedures for testing.

Testing takes approximately 10 minutes. A positive result will need to be confirmed by an immediate PCR COVID-19 test, taken at an approved COVID-19 testing site.



If a person has flu-like symptoms or symptoms associated with COVID-19, or are a close or casual contact of a COVID-19 case, RAS testing should not be used. That person is to be directed to immediately undertake a PCR test at the closest testing site. Regardless of any testing exemption a negative PCR result is required before returning to the CSNSW work location.

RAS Exemptions

A person who has had a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for six months after their infection (unless otherwise directed by NSW Health). NSW Health will ensure any individual for which this applies is provided an appropriate exemption when it needs to be applied. The Justice Health and Forensic Mental Health Network (JH&FMHN) may also for medical reasons provide other exemptions from surveillance testing. Exemption documentation must be provided prior to entry into the workplace.

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 in the last 48 hours or had a PCR test in the last 72 hours and received a negative result.

A person who refuses to undertake RAS testing, does not have a valid and current exemption or receives a positive RAS result is not permitted to enter a CSNSW work location and will be directed to undertake a PCR test and follow advice from NSW Health and the Command Post. At home rapid antigen tests (excluding those performed by Justice Health) will not be recognised as an alternative to RAS testing at CSNSW work locations.



Kevin Corcoran PSM
A/Commissioner

28 October 2021





Commissioner's Instruction

No: 2021 / 55

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) – Community Corrections COVID Risk Management Plan 2021-2022

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

On 27 October 2021, the Community Corrections COVID Risk Management Plan (the Plan) 2021 - 2022 was released. The Plan replaces the Community Corrections COVID-Safe Roadmap and is divided into four stages. Each stage outlines the necessary risk management controls needed to support Community Corrections locations in the safe and progressive resumption of all methods of service delivery, whilst continuing to mitigate the risk of COVID-19 transmission in Community Corrections workplaces.

In addition, each Community Corrections location will continue to maintain existing local implementation plans and workplace safety plans which will articulate how each location will operationalize the principles of the Plan based on local needs, risks and resourcing.

From 1 November 2021, Community Corrections will transition to Stage 2 of the Plan. This stage will allow for greater flexibility in strict team-based staffing arrangements, progressive resumption of in-person Court Duty services and remote reporting centres and increased rates of alcohol and drug testing, in circumstance where risks are otherwise unable to be managed. The rate of service resumption at each Community Corrections location will be guided by the local implementation and workplace safety plans.



Further transition through the stages of the Plan will be governed by the Community Corrections Executive and communicated by the Assistant Commissioner, Community Corrections.



Kevin Corcoran PSM

A/Commissioner

29 October 2021





Commissioner's Instruction

No: 56 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

Until further notice essential movements of inmate include:

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



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

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

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

Transfers from metropolitan reception centres.

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

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

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

Prior to any inmate departure:

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

Staging areas within correctional centres

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

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



Movements from metropolitan centres to regional staging areas

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

Movements from metropolitan reception centre to a metropolitan staging area

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

Transfers into Macquarie CC and Hunter CC

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

Inmate management in staging areas

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

[Redacted]

Kevin Corcoran PSM
A/Commissioner
30 October 2021

[Redacted]

[Redacted]





Commissioner's Instruction

No: 56 / 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

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

Until further notice essential movements of inmate include:

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



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

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

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

Transfers from metropolitan reception centres.

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

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

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

Prior to any inmate departure:

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

Staging areas within correctional centres

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

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



Movements from metropolitan centres to regional staging areas

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

Movements from metropolitan reception centre to a metropolitan staging area

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

Transfers into Macquarie CC and Hunter CC

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

Inmate management in staging areas

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

[REDACTED]
Kevin Corcoran PSM
A/Commissioner
30 October 2021

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]





Commissioner's Instruction

No: 57 / 2021

For the information of all CSNSW staff

Subject: Management of Inmate Sweepers working in Identified RED ZONE areas.

PREAMBLE

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

INSTRUCTION

To reduce the risk of COVID-19 transmission by inmate sweepers, from Friday 12 November 2021, the following stipulations must be adhered to by all sweepers who perform duties in any identified RED ZONE area.

In addition to local rules and requirements, all inmate sweepers working in an identified RED ZONE area must:

- Wear the required RED ZONE PPE.
- Be trained in the correct donning and doffing of PPE and COVID-19 precautions.
- All sweepers must be provided with the appropriate training and instruction for the tasks they are required to complete.
- Report all PPE breaches to the Officer in Charge of the Area.
- Not leave their allocated RED ZONE area to perform their sweeper duties unless monitored/supervised by an Officer.
- Not interact with any inmates from another area within the correctional centre.
- Any Inmate required to handle or use cleaning products must be provided with the safety information on the products being used.
- All inmate sweepers must receive training in emergency processes i.e. chemicals in the eyes, chemical spills etc.
- Not perform sweeper or other employment duties in any other part of the centre.



- Be housed in the same area where they are performing their sweeper duties, unless sweeper duties are outside of an inmate accommodation area i.e. intake.

Under no circumstances should an inmate sweeper working in a RED ZONE come into contact with other inmates or perform duties such as handing out dinners or cleaning cells.

Any inmates performing the function of a RED ZONE sweeper must be double vaccinated.

Any non-compliance to the local and additional COVID-19 rules and requirements, will result in the RED ZONE sweeper no longer being employed in that function.

Any inmate currently employed as a sweeper whose hours are reduced due to the introduction of new RED ZONE sweeper posts, will not be disadvantaged financially, and will continue working at their current wage.

Local management and supervision of Inmate Sweepers working in designated RED ZONE areas are to be in accordance with Local Operating Procedures: Inmate Sweeper Red Zone.



Kevin Corcoran PSM
A/Commissioner
3 November 2021





Commissioner's Instruction

No: 2021/58

For the information of all CSNSW staff

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

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 24/2021 *Interim Measure – Visits Suspension*, is rescinded and replaced by this Instruction.

From 29 November 2021 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:

- Inmates and visitors including any children, must be double vaccinated at least two weeks before the date of the visit
- Visitors must display proof of vaccination status during screening prior to the visit
- Maximum of two visitors per inmate (two adults or one adult/one child)
- Visitors and inmates must wear surgical masks (no eye wear). Visitors will be provided with and required to wear a face mask from the point of screening. 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 will result in the immediate termination of the visit.
- CSNSW staff are to wear Orange Zone PPE 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 are to remain with the visitor parent/carer. Playgrounds will remain closed at this time
- All visits areas must comply with the 4 square metre rule to limit the number of people in the visits centre
- Visits will run for a maximum of 30 minutes
- No food or drink are allowed in the visits area
- 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
- All visits must be pre-booked
- The visits area must be cleared after each session with a cleaning register displayed. Prior to cleaning, the visits area must be checked for contraband.

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

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

Any changes to these conditions will be made by way of a new Commissioner's Instruction.

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 double COVID-19 vaccination (paper or digital) - Medicare vaccination certificate, digital Service NSW vaccination certificate, immunisation history statement
- Advise if they are experiencing any COVID-19 symptom
- Advise if they have been in close contact with anyone who has tested positive to COVID-19 in the last 14 days.
- Advise if they have been overseas in the past 7 days or between 8 and 14 days ago
- Declared whether they have been to any location identified by NSW Health requiring persons to 'self-isolate and get tested immediately.'

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

Any visitor that has any COVID-19 symptoms or answers yes to having travelled to NSW Health declared 'self-isolate and get tested immediately' locations, been in close contact with a positive COVID-19 case, or locations identified in any NSW Public Health Orders, been overseas in the past 7 days will not be permitted to enter.



A visitor that has been overseas between 8 and 14 days ago must show evidence of a negative COVID test on or after day 7 following their arrival.

Any visitor with a medical contraindication or exemption will not be permitted entry at this time.

Based on health advice, Rapid Antigen Screening will not be required of double vaccinated visitors but may be implemented on a case by case basis.

A Local Operating Procedure will set requirements for screening officers.

Regional locations

In locations where there are zero local cases and a local risk assessment has been conducted, the Officer in Charge may submit a request for an amendment on restrictions relating to visit duration or number of visitors allowed to the CSNSW Command Post.

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.

[REDACTED]
Kevin Corcoran
Commissioner

25 November 2021





Commissioner's Instruction

No: 2021/ 59

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure - **Requirements for participating in COVID-19 screening at CSNSW workplaces.**

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 54/2020 '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) for entry of staff, contractors and professional visitors into correctional complexes and other CSNSW work locations.

Rapid Antigen Screening (RAS)

As of the 29 November 2021, fully vaccinated staff are not required to be regularly RAS tested unless the site is identified as a heightened risk.

Where RAS has been in place, all partially vaccinated staff seeking to enter a CSNSW work location or correctional complex must submit to Rapid Antigen Screening (RAS) until they are double vaccinated.

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.



Where implemented, RAS testing must be accessible at all times to facilitate the testing of partially vaccinated staff, prior to entry into the workplace. Testing takes approximately 10 minutes. A positive result must be confirmed by a PCR COVID-19 test, taken at an approved COVID-19 testing site.

If a person has been RAS tested at another CSNSW site within the last 48 hours and has evidence of this test, they are permitted to enter without another RAS test.

If a person has flu-like symptoms or symptoms associated with COVID-19, or are a close or casual contact of a COVID-19 case, RAS testing must not be used. That person must be directed to immediately undertake a PCR test at the closest testing site. Regardless of any testing exemption, a negative PCR result is required before returning to a CSNSW work location.

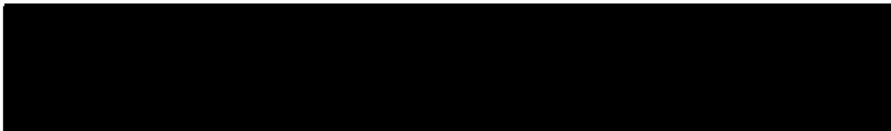
RAS Exemptions

A person who has recovered from a COVID-19 infection is exempt from COVID-19 surveillance testing (RAS and PCR tests) for six weeks after their infection was cleared (unless otherwise directed by NSW Health). The Justice Health and Forensic Mental Health Network (JH&FMHN) may also, for medical reasons, provide other exemptions from surveillance testing. Exemption documentation must be provided prior to entry into the workplace.

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 in the last 48 hours or had a PCR test in the last 72 hours and received a negative result.



Kevin Corcoran PSM
A/Commissioner
25 November 2021





Commissioner's Instruction

No: 2021/60

For the information of all CSNSW staff

Subject: Novel Coronavirus (COVID-19) Interim Measure – Minimum Personal Protective Equipment (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 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 46/2021 'Minimum Personal Protective Equipment (PPE) Requirements' 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 as directed by the CSNSW Command Post.
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct physical inmate/offender contact occurs.



Red zone PPE

P2/N95 mask

Face shield/safety goggles
(prescription glasses are not sufficient)

Disposable gloves when coming into direct contact with and/or exchanging documents or other items with an inmate/offender

Long sleeve gown when coming into direct contact with an offender/inmate



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

Orange zone PPE

Surgical mask (at a minimum)



Any reduction from the prescribed PPE requirements must be subject to a local WHS Risk-Assessment in consultation with a Health and Safety Representative. The completed risk assessment must be sent to the Command Post who will seek advice from Health before sending to the Commissioner for approval.

STAFF WORKING IN OFFICE BASED SETTINGS

All staff working in office-based settings are no longer required to wear a face mask. If there is a need to transit through red or orange zone areas with inmate or offender contact, the red or orange zone PPE requirements apply.

In circumstances where an inmate may be allowed into the normally non-inmate/offender contact area, such as a sweeper, both staff and inmates/offenders in the area must follow the orange zone PPE requirements.

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.

Surgical masks are to be made available to inmates for use when out of cell and moving around the centre for any purpose.

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
8 December 2021





Commissioner's Instruction

No: 2021 / 61

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 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 60/2021 'Minimum Personal Protective Equipment (PPE) Requirements' 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 as directed by the CSNSW Command Post.
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct physical inmate/offender contact occurs.



Red zone PPE

P2/N95 mask

Face shield/safety goggles
(prescription glasses are not sufficient)

Disposable gloves when coming into direct contact with and/or exchanging documents or other items with an inmate/offender

Long sleeve gown when coming into direct contact with an offender/inmate



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

Orange zone PPE within a Reception Centre

Surgical mask (at a minimum)

Face shield/safety goggles
(prescription glasses are not sufficient)



Orange zone PPE

Surgical mask (at a minimum)



Any reduction from the prescribed PPE requirements must be subject to a local WHS Risk-Assessment in consultation with a Health and Safety Representative. The completed risk assessment must be sent to the Command Post who will seek advice from Health before sending to the Commissioner for approval.

STAFF WORKING IN OFFICE BASED SETTINGS

Surgical mask (at a minimum)



WORKING IN OR ATTENDING A CORRECTIONAL CENTRE CLINIC AREA

STAFF

Surgical mask (at a minimum)



INMATES

Surgical mask (at a minimum)



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

P2/N95 mask

Face shield/safety goggles (prescription glasses are not sufficient)



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 attending the clinic must wear a surgical mask at all times.

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.

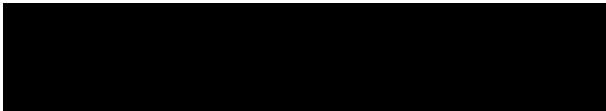
Existing supplies of surgical face masks held by correctional centres and other locations will continue to be supplemented by the centralised PPE procurement process.

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

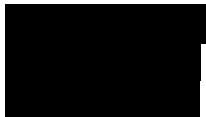
FACE MASK EXEMPTIONS

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.



Kevin Corcoran PSM
Commissioner
December 2021





Commissioner's Instruction

No: **62** / 2021

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 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 61/2021 'Minimum Personal Protective Equipment (PPE) Requirements' 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 as directed by the CSNSW Command Post.
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct physical inmate/offender contact occurs.



Red zone PPE

P2/N95 mask



Face shield/safety goggles
(prescription glasses are not sufficient)



Disposable gloves when coming into direct contact with and/or exchanging documents or other items with an inmate/offender



Long sleeve gown when coming into direct contact with an offender/inmate



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

Orange zone PPE

Surgical mask (at a minimum)



Face shield/safety goggles
(prescription glasses are not sufficient)



Any reduction from the prescribed PPE requirements must be subject to a local WHS Risk-Assessment in consultation with a Health and Safety Representative. The completed risk assessment must be sent to the Command Post who will seek advice from Health before sending to the Commissioner for approval.

STAFF WORKING IN OFFICE BASED SETTINGS IN CORRECTIONAL CENTRES

Surgical mask (at a minimum)



For office based settings where there is no inmate/offender contact, masks are not mandatory.

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

P2/N95 mask



Face shield/safety goggles (prescription glasses are not sufficient)



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, or on escort and attending court will be issued a surgical face mask from the departing centre.

All inmates attending the clinic must wear a surgical mask at all times.

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**

20 December 2021

[Redacted]

[Redacted]





Commissioner's Instruction

No: 63 / 2021

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 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 62/2021 'Minimum Personal Protective Equipment (PPE) Requirements' 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 as directed by the CSNSW Command Post.
- Areas within Community Corrections, Residential Centres and Transitional Centres where direct physical inmate/offender contact occurs.



Red zone PPE

P2/N95 mask

Face shield/safety goggles
(prescription glasses are not sufficient)

Disposable gloves when coming into direct contact with and/or exchanging documents or other items with an inmate/offender

Long sleeve gown when coming into direct contact with an offender/inmate



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

Orange zone PPE

Surgical mask (at a minimum)

Face shield/safety goggles
(prescription glasses are not sufficient)



Any reduction from the prescribed PPE requirements must be subject to a local WHS Risk-Assessment in consultation with a Health and Safety Representative. The completed risk assessment must be sent to the Command Post who will seek advice from Health before sending to the Commissioner for approval.

STAFF WORKING IN ALL OFFICE BASED SETTINGS

Surgical mask (at a minimum)



WORKING IN OR ATTENDING A CORRECTIONAL CENTRE CLINIC AREA

STAFF

Surgical mask (at a minimum)
and eye protection



INMATES

Surgical mask (at a minimum)



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

P2/N95 mask



Face shield/safety goggles
(prescription glasses are not
sufficient)



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.

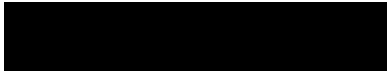


COVID 19 Liaisons and Managers are to ensure they regularly monitor stock and submit PPE orders as required to [REDACTED]

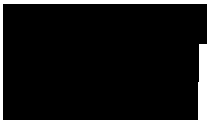
FACE MASK EXEMPTIONS

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.



Kevin Corcoran PSM
Commissioner
24 December 2021





Commissioner's Instruction

No: 64/ 2021

For the information of all CSNSW staff

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

PREAMBLE

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

INSTRUCTION

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

CSNSW Staff PPE requirements

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

Two-Out Quarantine

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

The **Quarantine** arrangement will consist of;

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



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

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

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

Metropolitan locations only

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



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

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

Quarantine - Cleaning Requirements

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

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

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

Clinical Isolation

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

Inmates will remain in the Clinical Isolation until they are;

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

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

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



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

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

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



Kevin Corcoran
Commissioner

24 December 2021

