



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Division of Juvenile Corrections / Administrator's Office

ADMINISTRATOR'S MEMO TO SECURE DETENTION SUPERINTENDENTS

MEMO # 20-02

DATE: March 16, 2020

TO: Secure Detention Superintendents

FROM: Ron Hermes, Administrator 
Lance Horozewski, Assistant Administrator 

SUBJECT: Lincoln Hills School (LHS)/Copper Lake School (CLS)-Transferring of Youth during COVID-19 Pandemic

In response to the ongoing COVID-19 pandemic, the Division of Juvenile Corrections (DJC) has determined it essential to implement further changes affecting admissions of youth to LHS and CLS. Effective immediately, all youth who are planned to be transported to LHS and CLS shall have health clearance by a health care professional verifying that the youth is without:

1. Fever
2. Cough
3. Shortness of Breath
4. Chills and body aches
5. Known contact with a COVID-19 positive individual within last 14 days.

Along with having a current temperature documented prior to transportation.

*Please see attached example of verification that may be used by a health care professional.

Infectious Disease Risk Screening Verification

Date:

Facility:

Youth (Name and DOB):

I have professionally evaluated or screened the above named youth. The youth is currently without signs or symptoms of:

1. Fever
2. Cough
3. Shortness of Breath
4. Chills and Body Aches
5. Known Contact with a COVID-19 positive Individual within the last 14 days

CURRENT TEMPERATURE: _____

Health Professional Signature:

Date:

Cc: Kevin A. Carr, Secretary, DOC
Amy Pechacek, Deputy Secretary, DOC
Shannon Carpenter, Assistant Deputy Secretary, DOC
Emilie Amundson, Secretary, DCF
Jeff Pertl, Deputy Secretary, DCF
Danielle Melfi, Assistant Deputy Secretary, DCF
Andrea Palm, Secretary, DHS
Julie Williams Vandijk, Deputy Secretary, DHS
Nicole Safar, Assistant Deputy Secretary, DHS
Wendy Henderson, Administrator, DCF/DSP
John Elliot, Deputy Administrator, DCF/DSP
Emily Erickson, Director, Bureau of Permanence and Out of Home Care, DCF/DSP
Shelby McCulley, Director, Bureau of Youth Services, DCF/DSP
Ragen Shapiro, Section Manager, Bureau of Youth Services, DCF/DSP
John Tuohy, Director, Bureau of Regional Operations, DCF/DES
Greg Van Rybroek, Director, DHS/MJTC
DHS/DCF Area Administrators
DHS/DCF Human Service Area Coordinators
DOC/DJC Management staff
Court-attached juvenile court intake offices
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