



Policy Index Field Definitions

Category	Field (Topics)	Description
General		The “General” category contains identifying information about the capture itself – what it is, how to access it, the relevant state, etc.
	State	This field contains the name of the state from whose Department of Corrections web page the information was captured.
	System	Because all of the systems captured in the policy archive are either prisons systems or mixed prison and jail systems, this field always reads “prison.”
	Short description	This field contains a short, non-standardized description of the capture. In many instances, this field contains the title of the policy.
	Date Captured	This field reflects the date a web capture was created.
	Date Announced	<p>If the capture is definitely labeled with the specific date it was announced, released, or updated, that date is entered as the “Date Announced.”</p> <p>Examples: the date of the press release, the last update on a website (assuming there is only one date), the date on an announcement from the warden.</p> <p>The field uses the <i>announcement</i> date, rather than the implementation date for any policy discussed in the capture. For example, if a press release announced on June 1 that mass testing will start on June 15, the “Date Announced” field would reflect 06/01/2020.</p> <p>Dates listed only as a month and year (e.g., “March 2020”), are entered as the first of the month.</p>

		If there was no obvious announcement or publication date, or if there appeared to be more than one date, this field is left blank.
	Link	This field contains a link to the capture, either the link to a preserved web page (via Perma.cc) or the public link to a PDF saved on Google Drive.
	Source Type	This field designates broad categories for the type of document that was captured– a press release, an announcement, or web page. If none were appropriate, the field will read “other.”
	Web capture or PDF?	This field indicates whether the capture is in the form of a web page (“Web Capture”) or a saved PDF. A web capture is preserved on Perma.cc and a saved PDF is preserved in Google Drive.
	File Name/Link Title	This field indicates the file name used to save the capture. It is for internal tracking and verification.
Facilities		The “Facilities” category is designed to capture policy responses at the level of an individual prison or prison complex. This includes changes in populations moving into and out of the facility (entry screenings, transfers, intakes, etc.), how the internal movement and structure of life in the facility were adjusted (increased cleaning, changes to meal distribution, changes to medicine distribution, quarantines, lockdowns, education, work), etc.
	Intake Policies	<p>This field is tagged if the capture discusses any kind of restrictions, policies, or procedures associated with accepting new residents into a prison facility.</p> <ul style="list-style-type: none"> • For example, this includes policies to stop intake from county jails, policies to quarantine new residents in one facility, policies to quarantine new residents within a facility, testing new residents before releasing from quarantine, etc. It also includes resuming normal intake procedures or loosening restrictive intake policies.

	Transfer Policies	This field is tagged if the capture discusses any form of resident transfer: transfers between facilities, transfers to mental health facilities/hospitals, day transfers outside of the facility for medical care, transfers for court proceedings, etc.
	Internal programming and work release	<p>This field is tagged if the capture discusses internal programming or work release within a system or particular facility, including canceling, reducing, reopening, or resuming programming, depending on the policy.</p> <ul style="list-style-type: none"> • Programming covers a wide range of activities in this case: work, education, courses, etc. • This can include, for example, stopping educational or vocational programming, limiting classes to correspondence, social distancing classroom setups, suspending or canceling work release, modifications to work release, and changes to on-site work programs.
	Sanitizing	This field is tagged if the capture discusses cleaning protocols, sanitizing, or similar procedures. This field may also be used for discussion of providing sanitizing or cleaning supplies to individual residents.
	Entry Screening	This field is tagged if the capture discusses measures taken to screen persons entering facilities from the community (anyone, including staff, volunteers, vendors, etc.), including temperature checks, questionnaires, infrared cameras, etc.
	Quarantine and Isolation	<p>This field is tagged if the capture discusses measures taken to separate symptomatic, exposed, or potentially exposed residents from the general population. This includes any mention of internal quarantine, infirmaries, or isolation. It also includes any discussion of locking down a facility, a wing, a unit, or any other housing area in order to prevent the spread of infection.</p> <ul style="list-style-type: none"> • Note: this is only for residents. Discussion of staff quarantine or isolation are marked in the Staff Quarantine topic in the Staff category, as staff quarantines or isolation are not internal to a facility.

	Facilities: Other/Unsure	This field is tagged if the capture contains discussion that addresses a COVID-19 response related to facilities that did not fit into one of the other categories. The “Review Notes” category contain additional detail.
PPE		The “PPE” category covers the provision and use of personal protective equipment by residents or staff. It has specific topics for mask provision and use, but any mention of PPE generally or other types of PPE should be marked in the “Other” topic.
	Face Masks Provided	<p>This field is tagged if the capture discusses providing face masks to individuals in the facility. The dropdown fields (Residents, Staff, Both, Unclear, or N/A), are as follows:</p> <ul style="list-style-type: none"> • “Residents” is selected if the capture mentions that face masks are being provided to residents but does not mention staff. • “Staff” is selected if the capture mentions that face masks are being provided to staff but does not mention residents. • “Both” is selected if the capture mentions that face masks are being provided to residents and staff. • “Unclear” is selected if the capture mentions providing face masks but does not specify whether for staff or residents. <ul style="list-style-type: none"> ○ “Unclear” may also be used if the capture contains one reference that is specific to either residents or staff, and another reference that is unclear. This is a case where “both” is not appropriate because the specific reference is for only staff <i>or</i> only residents, but the other statement(s) do not specify. • “N/A” is selected if none of the above categories applies.
	Face Masks Required	<p>This field is tagged if the capture discusses requiring mask use by individuals in the facility. The dropdown fields (Residents, Staff, Both, Unclear, or N/A) are as follows:</p> <ul style="list-style-type: none"> • The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of

		individuals (or lack of information) the capture refers to, as described above for Face Masks Provided
	PPE: Other/Unsure	This field is tagged if the capture contains discussion of PPE use, provisions, or requirements that do not fit into the other PPE topics. The “Review Notes” category contain additional detail.
Testing		The testing category is designed to capture any discussion of the testing methodology the prison agency is implementing. That includes who is being tested, which facilities are engaged in which types of testing, how often testing is being conducted, etc. It is broader than just a mention of test results; references indicate the testing approach or policy that the agency has taken.
	Upon exposure	<p>This field is tagged if the capture indicates testing being conducted after exposure or suspected exposure to COVID-19. The dropdown fields (Residents, Staff, Both, Unclear, or N/A) are as follows:</p> <ul style="list-style-type: none"> • “Residents” is selected if the capture mentions testing residents for COVID-19 after exposure but does not mention staff. • “Staff” is selected if the capture mentions testing staff for COVID-19 after exposure but does not mention residents. • “Both” is selected if the capture mentions testing both residents and staff after exposure. • “Unclear” is selected if the capture mentions testing after exposure but does not specify whether for staff or residents. <ul style="list-style-type: none"> ○ “Unclear” may also be used if the capture contains one reference that is specific to either residents or staff, and another reference that is unclear. This is a case where “both” is not appropriate because the specific reference is for only staff <i>or</i> only residents, but the other statement(s) do not specify. • “N/A” is used if for some reason you think none of the above categories applies.

	<p>Displaying Symptoms</p>	<p>This field is tagged if the capture discusses testing following an individual’s showing of symptoms. The mention need not explain or describe what symptoms are considered sufficient to warrant testing – any mention of testing based on the display of symptoms qualifies for this tag.</p> <ul style="list-style-type: none"> • The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.
	<p>Surveillance testing</p>	<p>This field is tagged if the capture discusses “surveillance” testing. This topic includes specific references to “surveillance,” but also any system of periodic, randomized testing of sample groups within a system or facility.</p> <ul style="list-style-type: none"> • The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.
	<p>Mass testing (individual facilities)</p>	<p>This field is tagged if the capture discusses mass testing being performed in an individual facility. Mass testing includes testing the entire facility, or efforts to test a substantial proportion of the population.</p> <ul style="list-style-type: none"> • The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.
	<p>Universal testing</p>	<p>This field is tagged if the capture discusses universal testing. Universal testing is testing either all staff or all residents, or both, across an entire prison system, not just within certain facilities. It may or may not be explicitly referred to as “universal.”</p> <ul style="list-style-type: none"> • The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.

	Staff self-report	<p>This field is tagged if the capture contains any mention of self-reporting positive tests.</p> <ul style="list-style-type: none"> The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.
	Antibody testing	<p>This field is tagged if the capture discusses antibody testing being performed.</p> <ul style="list-style-type: none"> The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.
	Mandatory	<p>This field is tagged if the capture discusses mandatory testing.</p> <ul style="list-style-type: none"> The dropdown fields (Residents, Staff, Both, Unclear, or N/A) indicate which group of individuals (or lack of information) the capture refers to, as described above for exposure testing.
	Testing: Other/Unsure	<p>This field is tagged if the capture contains discussion of testing of any kind as to any group of individuals that does not fit in one of the other testing categories. The “Review Notes” category contain additional detail.</p>
Staff		<p>The “Staff” category contains two topics particular to Staff, but its “other” topic can be used for agency responses that are designed to manage issues specific to prison staff. It should be more than just information provided to staff about COVID-19, but could include policies on staffing levels being maintained, changes to the leave policy, changes to staff duties, etc.</p>
	Emergency paid leave	<p>This field is tagged if the capture contains discussion of the state or agency providing additional emergency paid leave to staff who must quarantine or who become infected.</p> <ul style="list-style-type: none"> This tag is NOT used for discussion of leave-share or leave-donation programs, in which staff with extra leave can transfer it to another employee.

	Staff Quarantine	<p>This field is tagged if the capture discusses staff quarantine measures.</p> <ul style="list-style-type: none"> This could include quarantine expectations following exposure or infection, or quarantine measures upon failing to pass a screening.
	Staff: Other/Unsure	<p>This field is tagged if the capture discusses staff-related responsive measures that do not fit into the above categories.</p> <ul style="list-style-type: none"> This should only include policies or measures taken by the system with respect to staff. It should not include documents providing general information to staff about coronavirus, directing them to internal resources, or similar discussion. <p>The “Review Notes” category contain additional detail.</p>
Visitation		<p>The “Visitation” category addresses any policies related to non-staff individuals entering prisons to see residents: volunteers, family, and lawyers, primarily. This could include cancelling, restricting, or resuming visitation, or changing the type of visitation that is available, or the individuals who are eligible to visit.</p>
	Legal	<p>This field is tagged if the capture discusses changes to legal visitation policy responding to COVID-19. This may include canceling in-person visits, resuming visits, or changes to visiting protocols.</p>
	Friends and Family	<p>This field is tagged if the capture discusses changes to friends and family visitation policy responding to COVID-19. This may include canceling in-person visits, resuming visits, or changes to visiting protocols.</p>
	Volunteer	<p>This field is tagged if the capture discusses changes to volunteer visitation policy responding to COVID-19. This may include canceling in-person visits, resuming visits, or changes to visiting protocols.</p>
	Visitation: Other/Unsure	<p>This field is tagged if the capture contains any other visitation-related discussions that do not fit into the above categories. The “Review Notes” category contain additional detail.</p>

Vaccines		
	Vaccines	This field is tagged if the capture discusses vaccination, for staff or residents.
Other/Unsure		The “Other/Unsure” category has only one topic with the same name. It is designed as a broad catch-all to flag possible relevant content that does not fit clearly into one of the other categories. The “Review Notes” category contain additional detail.
	Other/Unsure	This field is tagged if the reviewing volunteer believed there was additional salient discussion that should be tracked or noted, but that did not clearly fall into any of the existing topics or categories within those topics. The “Review Notes” category contain additional detail.
Review Notes		The Review Notes category captures the volunteers who coded the capture and their notes.
	Reviewer	Internal tracking field.
	Reviewer Notes	This field contains notes from the reviewing volunteer about the contents of the capture.