

EXHIBIT B



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March 25, 2020

Via Email

Florida Department of Corrections
Public Records Unit
Office of the Inspector General
501 South Calhoun Street
Tallahassee, Florida 32399-2500
Email: CO.PublicRecords@fdc.myflorida.com

Dear Public Records Custodian:

This is a Public Records Act request, made pursuant to Chapter 119, Florida Statutes, and Article 1, Section 24, of the Florida Constitution, for a copy of the public records described in Section B below.

A. Separate Requests Requiring Separate Responses

Please treat each of the numbered paragraphs in Section B as a separate request under the Public Records Act and respond to each separately as to (1) the existence of such documents; (2) whether you intend to make such documents available; (3) if you claim any exemption or privilege with respect to such documents, the documents as to which the privilege or exemption applies; and (4) when documents are produced or made available, the paragraph to which such documents are intended to respond. This procedure is intended to obviate the waste of sending separate requests as to each of these categories of documents. Unless I hear promptly from you to the contrary, I will assume this will not be necessary.

B. Records Requests

In accordance with section 119.07(1)(c) of the Public Records Act, please determine if you or anyone else in your agency have custody of any records, plans, policies, procedures, guidelines and documents of the Florida Department of Corrections (“FDC”) **relating to “Novel Coronavirus 2019” or “COVID-19”** including, but not limited to, the following:

1. COVID-19 screening tools, forms, or instruments and any related documents or communications;

2. Documents that identify, summarize, or describe the care of individuals within FDC custody as it pertains to COVID-19, including, but not limited to, documents related to individuals suspected of being infected by, exposed to, or testing positive for COVID-19;
3. Documents that identify, summarize, or describe the screening of individuals in your custody for COVID-19;
4. Communications between FDC and the Florida Department of Health relating to COVID-19;
5. Communications between FDC and other Florida state agencies, actors, or entities regarding COVID-19;
6. Communications between FDC and any federal agencies, actors, or entities regarding COVID-19;
7. Communications between FDC and the Centers for Disease Control and Prevention (CDC);
8. Communications between FDC and the National Commission on Correctional Health Care (NCCHC);
9. Plans, policies and procedures put in place by FDC as a result of any of the above communications;
10. Plans, policies, procedures, guidelines, communications, and other documents relating to the education of incarcerated people in FDC custody pertaining to COVID-19 including, but not limited to, information about the virus, its symptoms, its spread, the risks associated with contracting the virus, the measures incarcerated people can take to minimize their risk of contracting or spreading the virus, and social distancing;
11. Plans, policies, procedures, guidelines, communications, and other documents relating to the education of FDC staff pertaining to COVID-19 including, but not limited to, information about the virus, its symptoms, its spread, the risks associated with contracting the virus, the measures staff can take to minimize their risk of contracting or spreading the virus, and social distancing;
12. Plans, policies, and procedures regarding training of FDC staff for the prevention and containment of infectious diseases;
13. Documents that identify, summarize, or describe efforts undertaken to limit the introduction of COVID-19 into FDC facilities by FDC staff and members of the public;

14. Documents that identify, summarize, or describe efforts undertaken to protect or release particularly vulnerable populations within FDC custody including, but not limited to, older adults; people with chronic illnesses, complex medical needs, compromised immune systems, or disabilities; pregnant women; and children;
15. Plans, policies, procedures, guidelines and documents relating to the staffing of FDC facilities during the COVID-19 outbreak/endemic/pandemic, including, but not limited to, staffing plans for services provided by FDC staff and incarcerated individuals;
16. Documents that identify, summarize, or describe efforts undertaken to ensure adequate provision of hygiene supplies to individuals in your custody such as, but not limited to, warm water for handwashing and cleaning, body soap, liquid hand soap, hand sanitizer, tissue, toilet paper, garbage receptacles that are regularly emptied, and clean laundry;
17. Documents that identify, summarize, or describe the housing and treatment of persons exposed to or testing positive for COVID-19, including, but not limited to, quarantine plans;
18. Documents that identify, summarize, or describe the processes in place for notification to family members of individuals testing positive for COVID-19;
19. Documents that identify, summarize, or describe the processes in place for charging individuals in your custody fees for medical treatment relating to COVID-19;
20. All policies pertaining to outside communication and visitation by incarcerated people with family, friends and legal counsel during the COVID-19 outbreak/endemic/pandemic;
21. Documents that identify, summarize, or describe facility lockdown protocols relating to COVID-19;
22. Documents that identify, summarize, or describe processes pertaining to the release of individuals whose sentences have ended during the COVID-19 outbreak/endemic/pandemic;
23. Documents that identify, summarize, or describe processes pertaining to the transfer of individuals in FDC custody to other FDC facilities during the COVID-19 outbreak/endemic/pandemic;
24. Documents that identify, summarize, or describe processes relating to parole hearings during the COVID-19 outbreak/endemic/pandemic for those individuals within FDC custody who still qualify for parole;

25. Documents that identify, summarize, or describe plans relating to the intake and commitment of new individuals into FDC facilities during the COVID-19 outbreak/endemic/pandemic;
26. And any and all other documents, policies, procedures, guidelines, and communications within the custody of FDC that is related to COVID-19.

C. Exemptions

In accordance with section 119.07(1)(e), if you claim that any record is exempt from public disclosure, please state in writing both the statutory citation to any exemption which you claim is applicable and the specific reasons for a conclusion that the requested record is exempt. In accordance with section 119.07(1)(d), if you claim that any portion of any record is exempt, please redact that portion of the record that you believe is exempt, state in writing both the statutory citation to any exemption you believe is applicable and the specific reasons for a conclusion that the portion of the record is exempt, and produce the remainder of the record.

If the documents are available electronically, please provide them in electronic format, such as via email (to leo.laurenceau@splcenter.org), cloud storage such as Dropbox or on a CD, to reduce costs. Otherwise, we can accept double-sided copies of the documents, to also reduce costs.

Please contact me at leo.laurenceau@splcenter.org or 786-457-7310 with any questions related to this request and an invoice for your costs and time. Thank you.

Sincerely,

Leonard J Laurenceau