**Note to all Establishments:**

Dear Governor,

 Please see the contingency requirements for laundry processing for all Public Sector Prisons amidst Covid-19:

* Sites with a Covid-19 outbreak or suspected outbreak (any Variant)

The establishment should use water soluble (Alginate) bags for all of the linen in the accommodation unit, and for all persons using that cell. All bedding, towels and Prison issue clothing should be placed in these bags sealed and then placed in a red banded laundry bag (or a normal laundry hamper which is then identified with a wide red band). The Laundry will go as normal to an existing laundry for processing. Alginate bags will be available from Branston item number T0010002058 and will be on catalogue.

Expectation is 2 bags per Prisoner to avoid overfilling.

**Any Covid related kit that is not sent in alginate bags and identified hampers will be refused by the laundry and returned to the sending establishment unwashed.**

* Where sites are closed down due to staffing/worker shortages

Contact should be made at the earliest opportunity to the laundry team at PSPI so we can direct laundry to other establishments. All work from your establishment will then be either classed as infected or normal, and the receiving laundry will undertake the processing of all Prison issue kit. At this point it may be returned washed, dried and folded but NOT pressed due to available time.

* Where staffing / workers are not available to process work

The PSPI laundry team have identified a minimum number of processing sites that we will work with to process work for the Service. If these processing sites are required, the work will be washed, dried, folded and returned as quickly as possible to your site. However, it is extremely likely that the return of laundry will be extended and it is recommended that you look at your available stock levels to make sure that there is sufficient kit available to cover a 7 day duration at a minimum. Please contact PSPI if you have insufficient stock

* Return to normal

Where an establishment has staff and workers available to return to work and re-open their laundry, contact should be made at the earliest opportunity with PSPI laundry team to allow a return of laundry processing to your site (if you are a processing site).

Thank you for your continued support in this challenging environment.