

MICHIGAN DEPARTMENT OF CORRECTIONS  
COVID-19 PREPAREDNESS and RESPONSE PLAN

UPDATED: July 21, 2021

The Michigan Department of Corrections (MDOC) through Director Heidi Washington has established a COVID-19 Preparedness and Response Plan.

The Michigan Department of Corrections is committed to providing a safe and healthy workplace for all our staff, visitors, vendors, and volunteers. In accordance with the CDC's latest guidance, the MDOC has updated our COVID-19 Preparedness and Response Plan. This COVID-19 Preparedness and Response Plan will be readily available to employees via intranet site and available upon requests. The department's goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff, prisoners, visitors, vendors, and volunteers.

All staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness and Response Plan. Managers and supervisors have our full support in enforcing the provisions of this plan.

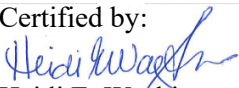
The department established workgroups that included staff from various areas in this process and the plan includes staff concerns, suggestions and feedback. The Michigan Department of Corrections COVID 19 Preparedness Plan includes guidance staff, visitors, and a Vendor/Contractor plan. The departments COVID-19 Preparedness and Response Plan establishes the protocols, practices and conditions necessary to ensure compliance to the guidelines and standards established by the Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services (MDHHS), Federal Occupational Safety and Health Administration (OSHA), and the Michigan Occupational Safety and Health Administration (MIOSHA), and addresses:

- hygiene and respiratory etiquette;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

This COVID-19 Preparedness and Response Plan will be communicated to all staff and necessary training will be provided. Additional communication and training will be ongoing and provided to all workers who did not receive the initial training. Instructions will be communicated to vendors, contractors, volunteers, and visitors about new requirements related to entry into correctional offices and facilities and will be available on our website and upon request.

This COVID-19 Preparedness and Response Plan has been certified by the Michigan Department of Corrections Director, Heidi Washington and will be posted throughout the workplace and updated, as necessary.

Certified by:



Heidi E. Washington, Director  
Michigan Department of Corrections

# Appendix A – Guidance for developing a COVID-19 Preparedness and Response Plan

## General

[Michigan Department of Health and Human Services Epidemic Orders](#) – Requirement for Prisons

[Centers for Disease Control and Prevention \(CDC\): Coronavirus \(COVID-19\)](#)

[OSHA COVID-19 Resources](#)

MDHHS Coronavirus Resources: [www.mi.gov/coronavirus](http://www.mi.gov/coronavirus)

[Michigan.gov/coronavirus](http://Michigan.gov/coronavirus)

[Federal Occupational and Safety Health Administration](#)

[Michigan Occupational Health and Safety Administration](#)

[Handwashing video translated into multiple languages](#)

[State of Michigan Agency/Department Return to Work Plans](#)

[Employee Service Program/ESP: Confidential program to assist employees with personal and work-related concerns. \[www.mi.gov/esp\]\(http://www.mi.gov/esp\), 800-521-1377, or \[MCSCESP@mi.gov\]\(mailto:MCSCESP@mi.gov\)](#)

[MIOSHA General Duty Clause](#)

[MIOSHA General Industry Safety & Health Standards](#)

[OSHA – Guidance on Preparing Workplaces for COVID-19](#)

## Correctional Facilities and Detention Facilities

[CDC: Guidance for Correctional and Detention Facilities](#)

[CDC: FAQs for Correctional and Detention Facilities](#)

## GENERAL

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Michigan Department of Corrections in accordance with DHHS Epidemic Orders, and CDC guidance. This plan shall minimally be made available to employees via the Michigan Department of Correction's intranet and upon request. The Michigan Department of Corrections plans to transition its employees back to the office between July 12, 2021, and September 6, 2021.

## DOM / POLICY VARIANCES

The Office of Legal Affairs will review the provisions outlined in DOM 2021-26 and policy variances implemented during the outbreak and rescind or place a sunset date on those. Facilities will be required to review facility-based operating procedures to ensure operating procedures are compliant with all requirements for the new normal operations. Staff working remotely will be required to follow the Remote Work PD.

## COMMUNICATION METHODS

The Return to Work Plan will be communicated to staff through multiple approaches to ensure all staff are properly notified:

- Director through chain of command messaging; Teams Meetings
- Department email announcements
- Daily updates on the Medium - <https://medium.com/@MichiganDOC/mdoc-takes-steps-to-prevent-spread-of-coronavirus-covid-19-250f43144337>
- PIO Newsletter – Daily Update
- Nixle

## ESP CONTACT INFORMATION

For support, staff can reach out to the MDOC Wellness Unit and or the Employee Service Program (ESP).

The MDOC Wellness Team can be reached at: [MDOC-Wellness@michigan.gov](mailto:MDOC-Wellness@michigan.gov)

*Office: 517.335.0570*

*Crisis response 24/7: 833.DCBWELL (833.322.9355)*

The Employee Services Program can be reached at: *800.521.1377 (Monday through Friday)*

## COMPLIANCE RESOLUTION PROTOCOLS

Supervisors are responsible to ensure that their staff acknowledge the requirements of the return to work guidelines and that they adhere to them. Supervisors shall cover requirements through their team meetings. Employees should report any complaints or concerns regarding the return to work protocols not being followed to their supervisor.

## TRAINING

All employees, contractors, interns, or other persons conducting work on behalf of the State of Michigan are required to successfully complete OSE's "COVID-19 Keeping You Safe at Work". This is an Office of State Employer provided training and is on the State of Michigan Learning Center. This training is intended to be completed just prior to an employee's return to their pre-COVID assigned workplace to ensure they receive the latest information and guidance.

## INVENTORY OF STATE EQUIPMENT

Managers/Supervisors are responsible to maintain a complete inventory of all State equipment that their staff have taken to work remotely (any IT resources - such as, but not limited to: laptop, printer, key boards, hardware, cords, mouse, DVD drive, chairs, etc.) Upon returning from telework, employees shall ensure that equipment being returned is properly sanitized. This will be documented on the supervisor checklist and signed by the employee.

## RECORDKEEPING

Per the [MIOSHA record keeping requirements](#), the agency/department must maintain all COVID-19 employee training records, health surveillance records, and records of required notifications for one (1) year from the date of generation.

## REASONABLE ACCOMMODATIONS

Reasonable accommodations may be available to qualified applicants and employees with disabilities. Please contact your agency [Reasonable Accommodation Coordinator](#) with any questions.

## HEALTH SCREENING

### Employee Screening Process

- All employees, interns, and other persons doing work on behalf of the State of Michigan will be required to participate in daily health screenings. These health screenings are comprised of COVID-related questions about symptoms and suspected or confirmed exposure to people with possible COVID-19. Persons (e.g., employees, interns, etc.) exhibiting signs of illness will not be permitted into the building. These health screenings can occur through one or more ways (e.g., paper questionnaire, COVID screening app using a state-issued electronic device, [web-based questionnaire](#) using a personal or state-issued cell phone, or by an employee swiping their employee identification badge/access card to enter restricted areas (e.g., parking lot, buildings, rooms, locked storage areas, etc.). Note: each time an employee logs onto a state-provided electronic device or swipes their identification/badge to access a secure site or area the person affirms they are symptom-free and feeling well.

### Visitor/Volunteer/Contractor Screening Process

- Members of the public seeking entry into Department of Corrections buildings, to include Field offices, Central office, the Electronic Monitoring Center, Correctional Facilities, and

Regional offices will be required to complete the COVID Screening Form. There will be forms at the entrance of all MDOC Correctional Facilities and leased buildings. Employees working in County buildings will follow the requirements of the County for entrance into the building and MDOC forms will be at the entrance of their work area. The signage will be at the entrance and on the monitors, if available, in the lobby of screening requirements.

## MASKS AND FACE COVERINGS

All individuals working at a Correctional Facility must wear a mask or face covering while inside, regardless of vaccination status.

Fully Vaccinated Employees working in an MDOC building/location that is not a Correctional Facility

- Fully vaccinated employees are those employees for whom at least two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine. Fully vaccinated employees can resume activities without wearing a face covering, except when required by the agency or federal, state, local, tribal, or territorial, laws, rules, and regulations (e.g., carpool/rideshare, public transportation, international travel, etc.).
- Fully vaccinated employees experiencing no symptoms:
  - Are not required to wear a face covering unless required by type of work being performed as determined by the department.
  - Are not required to maintain social distance.

Social Distancing and Mask Requirements for Unvaccinated Employees working in an MDOC building/location that is not a Correctional Facility:

- For the safety and health of all employees, the State of Michigan will continue to follow [CDC Guidance for Unvaccinated People Returning to Work](#) in regard to social distancing and mask requirements. These guidelines require unvaccinated employees to:
  - Maintain six feet of distance from others
  - Wear a face covering in indoor public settings and when unable to maintain social distancing at workspaces as defined by the [Department of Labor and Economic Opportunity](#):

*“A cubicle configuration which allows 6 feet of distance between employees or which contain walls or barriers that separate the individual employees from direct contact with other employees, is not a shared space, provided each cubicle houses a single employee. Hallways or aisles between sections of cubicles would be shared spaces. Employees working inside their own cubicle where there is 6 feet of distance or a physical barrier between other employees, are not required to wear a face covering while inside their cubicle. A face covering will be required whenever the employee in a cubicle-styled space receives other employees or*

*visitors in their space where there is less than 6 feet of distance or no physical barrier between the employee and the visitor.”*

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. An effective face covering is breathable, made of a tightly woven fabric (e.g., cotton, cotton blend) and includes 2 or 3 fabric layers. Employees may provide and use their own face coverings if they are approved by the agency; they should completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Face coverings worn in the workplace must NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Neck gaiter-style face coverings that are 2 layer and completely cover the mouth, nose, and chin are allowed. Employees must wear a state-issued mask or mask/facial covering that is solid in color. The mask/facial covering may have an edge that is a different color than the face of the mask, but the edge must also be a solid color. The mask/facial covering may contain the employee’s proper name (no nicknames) and the name of the facility and/or Department. The Department emblem, the American flag, and their bargaining unit representative’s logo are also permissible.

Staff may voluntarily wear personal N95 or KN95 masks in non-COVID 19/PUI or hazard free areas. Staff working in COVID 19 areas required to be medically cleared, fit tested and wear a state issued N95 respirator.

The following types of face coverings are not acceptable:

- Loosely woven, knitted, or fabrics that let light pass through.
- Open-chin bandanas.
- Scarf/ski mask-style coverings.
- Single layer coverings.
- Those that are hard to breathe through (e.g., plastic, leather).
- Those that do not completely cover the nose, mouth, or chin.
- Those that include exhalation valves or vents, large gaps, are too loose, or are too tight.

The CDC does **NOT** recommend using face shields or goggles as a substitute for face coverings. If face shields are worn, they should be in addition to the face covering. Face shields should wrap around the sides of your face and extend below your chin or be hooded (fully enclosed and dropping below your chin).

Employees who are medically unable to wear a cloth face covering **MUST** contact their agency [Reasonable Accommodation Coordinator](#) to initiate the reasonable accommodation process.

Visitors to the Michigan Department of Corrections buildings/locations will be provided a disposable mask.

## **SOCIAL DISTANCING PLANS**

Social distancing, also called “physical distancing”, means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet away (about 2 arm lengths) from others in indoor spaces when possible. Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including wearing approved face coverings, avoiding the touching your face with unwashed hands, and frequently washing your hands with soap and water for at least 20 seconds.

Employees that work in a Correctional Facility or are unvaccinated, should maximize physical distance from others in the workplace. Six-foot distancing will be observed in all areas of the building.

Fully vaccinated employees not working at a Correctional Facility can resume activities without social distancing, except where required by the agency or federal, state, local, tribal, or territorial laws, rules, and regulations.

Meetings utilizing online forums (Microsoft Teams, Zoom, etc.) are highly recommended. Employee interaction with the public and key stakeholders should continue virtually whenever possible. Employees should adhere to signage and visual guidance on maintaining the appropriate social distance if they work in a Correctional Facility or are unvaccinated.

## WORK ENVIRONMENT

The virus that causes COVID-19 can land on work surfaces. While the risk of infection from touching a surface is low, below is the workplace cleaning and disinfecting schedule. Please reference the [DTMB Return to the Office Plan State Workplace Guidelines](#) for details.

- Workspace Cleaning Supplies – supplies are available at the security entrance at GVP, front desk at FOA offices, and in accordance with the housekeeping plans at correctional facilities for employees to use to wipe down and disinfect workspaces and shared surfaces before and after each use.
- Workspace Basic Cleaning- Basic cleaning will be provided by contractors in GVP and FOA offices and by prisoners in CFA facilities in accordance with their housekeeping plan. The focus will be high touch surfaces (door hardware, restrooms and fixtures, kitchen areas, drinking fountains, stair handrails, elevator controls, and vending areas.
- Workspace Enhanced Cleaning – For areas with COVID 19 restrictions in place cleaning will occur twice daily in all high touch surfaces.
- Post Exposure Cleaning and Disinfecting Mitigation – upon confirmation that an employee or visitor at a state worksite has tested positive to COVID 19 the department has implemented the following protocol:
  - If less than 24 hours have passed since the person was diagnosed with COVID 19 has been in the space and the area will be occupied within 72 hours the area will be evacuated until the disinfecting has been completed by a contractor/prisoner in CFA facilities.
  - If more than 24 hours have passed cleaning is required
  - If more than 3-day shave passed no additional cleaning is necessary.
- HVAC/Mechanical – all HVAC systems have been evaluated in correctional facilities and air filtration has been maximized.



- Signage has been placed in common areas throughout the offices and correctional facilities related to social distancing, hygiene, disinfecting and sanitation, wearing masks.
- Shared Spaces
  - Surfaces must be wiped down before and after each use
  - Personal work supplies and materials should not be left in shared workspace

Please contact your [Agency Safety Coordinator](#) with any questions and/or to acquire applicable Safety Data Sheets for information on hazardous chemicals used within the workplace.

## CRITICAL INFRASTRUCTURE/ESSENTIAL WORKERS

For an employee who works at a Correctional Facility and is a close contact of a COVID-19 positive individual, the close contact employee will be allowed to work but must follow the Remain/Return to Work for Critical Infrastructure/Essential Workers guidelines. The employee will be required to screen for COVID-19 symptoms, complete a temperature check, and complete a BinaxNOW rapid antigen test, upon entering the lobby for 14 days from their last contact with a COVID-19 positive individual. At the end of their shift, they will be required to screen for COVID-19 symptoms and complete a temperature check for 14 days from their last contact with a COVID-19 positive individual. If an employee is not at work, the employee will still be required to complete twice a day self-monitoring for 14 days from last contact. A surgical mask must be worn during the shift. Social distancing will continue to be required and the employee will be required to clean and disinfect any work surfaces or shared equipment. If the employee is not willing to follow the guidelines, the employee will be required to quarantine from work for 14 days. Once 14 days has been completed, the employee will be allowed to return to work as long as the employee is asymptomatic. Asymptomatic would be defined as the absence of fever, new onset or change in cough, new onset shortness of breath, sore throat, or sudden fatigue.

## HANDLING SOMEONE WHO BECOMES SICK

If someone begins to display COVID-19 symptoms while working, they should immediately notify their supervisor and leave the building. The local Human Resource (HR) office will be notified to follow-up with the employee to determine if they will need to quarantine away from the worksite and for what time period. If the employee confirms that they tested positive for COVID-19, they must report that information to HR and HR will notify the Health Department within 24 hours.

Posters have been placed in common areas that encourage staying home when sick, cough and sneeze etiquette, and proper hand-hygiene practices. Screening criteria will be communicated via a variety of methods to include internal department newsletter blast, our web page, social media, Nixle, email and through communication from supervisors.

If someone tests positive or is considered a PUI, they can return to work only after they are no longer infectious according to the latest CDC guidelines. Notification will be posted on the entrance of any office/facility informing visitors and staff that there has been a positive COVID-19 case in that building/facility.

## PERSONAL ETIQUETTE

The CDC states, “The virus that causes COVID-19 most commonly spreads from person to person by respiratory droplets during close physical contact (within 6 feet). The virus can sometimes spread from person to person by small droplets or virus particles that linger in the air for minutes to hours.”

The personal behaviors listed below are habits for employees to combat COVID-19 and show a shared concern for the health of others.

- Employees should conduct a self-assessment, STAY HOME, and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19.
- Employees should contact their Human Resources Director if they, a family member, or someone they live with tests positive for COVID-19 so they can trace and monitor others with whom they have been in close contact while at work. The evaluation of a work-related exposure incident, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by Human Resources.
- Employees who have been in close contact with someone who has COVID (excluding those who are fully vaccinated and show no symptoms AND those who had COVID within the past 3 months and recovered).

A close contact is defined as any of the following:

- being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- providing care to someone who is sick with COVID-19.
- sharing eating or drinking utensils with someone who has COVID-19.
- having direct physical contact (e.g., you hugged or kissed them) with someone who has COVID-19.
- Someone with COVID-19 sneezed, coughed, or somehow got respiratory droplets on the employee.

## Hand Hygiene

Frequent handwashing is one of the best ways employees can protect themselves from getting sick. Soap and sanitizer are available in multiple areas throughout the offices and correctional facilities. To prevent the spread of germs during the COVID-19 pandemic, employees should wash their hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Blowing your nose, coughing, or sneezing.
- Caring for someone who is sick.
- Entering and leaving a public place or work area.
- Preparing or eating food.
- Touching a potentially contaminated surface or object, such as a door handle, table, gas pump, shopping cart, or electronic cashier register, pin pad, or screen.
- Touching garbage.
- Touching your eyes, nose, and mouth with unwashed hands.
- Touching your face covering.
- Touching/handling an animal, animal feed, or animal waste.
- Using the restroom.

- Cover mouth when coughing or sneezing

## EXPOSURE DETERMINATION

The MDOC Safety Coordinator has evaluated routine and reasonably anticipated tasks and procedures for all employees utilizing the Occupational Risk Pyramid to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.

Per CDC, fully vaccinated employees (non-healthcare workers) likely fall into the lower COVID risk levels.

In general, people are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson’s Janssen vaccine.

If you do not meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated. **Note:** If you have a condition or are taking medications that weaken your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all precautions.”

- **Lower Exposure Risk** - This category consists of fully vaccinated employees (except healthcare workers) and those jobs that have minimal occupational contact with the public and other coworkers, or do not require contact with people known to be, or suspected of being, infected with COVID-19:
  - Remote workers and those working from home during the pandemic.
  - Central Office Staff
  - Human Resources
  - Healthcare workers providing only telemedicine services.
  - Transportation and delivery drivers.
- **Medium Exposure Risk** – This category consists of employees who are not fully vaccinated, work in a correctional facility or have contact with people known to be, or suspected of being infected with COVID -19:
  - Parole/Probation Offices  
Correctional Facility Staff (not mentioned at a higher risk level)
- **High Exposure Risk** – This category consists of employees who are not fully vaccinated and those working in areas that have a higher risk of being in contact with people known to be, or suspected of being infected with COVID-19:
  - Field employees or inspectors required to enter hospitals, nursing homes, morgues, etc. with known or suspected cases of COVID-19.
  - Healthcare Staff
  - Dental Services
  - Transportation Officers moving known or suspected COVID-19 patients in enclosed vehicles.

- **Very High Exposure Risk** – This category consists of employees who are not fully vaccinated and those working in areas that have the highest risk of being in contact with people known to be or suspected of being infected with COVID-19:
  - Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians, etc.)
  - Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients.
  - Staff working at Duane Waters Health Center and Infirmaries
  - Non-Healthcare staff that are working in a COVID positive unit

## TESTING REQUIREMENTS

As a result of the Department of Health and Human Services (DHHS) Emergency Order under MCL 333.2221 – Requirements for Prisons requiring mandatory testing for prison employees, some employees will be tested at the facility and results will be provided to the employee and/or HR. Once HR has been notified, they will contact the employee to begin contact tracing. Issues to be addressed with the employee include, but are not limited to:

- Last date at the worksite.
- Date of the test.
- Date of result.
- Identification of any close contacts (employees or offenders) at work.
- Identification of anyone that works for the department that may qualify as a close contact.
- Notification when the employee is eligible to return to work

## ENGINEERING AND ADMINISTRATIVE CONTROLS

The Michigan Department of Corrections has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Controls that the Department has implemented include:

- Videoconferencing and teleconferencing for meetings and gatherings
- Flexible work schedules or remote work
- Daily health screenings
- Social distancing
- Use of face coverings and PPE
- COVID testing
- Separating sick employees
- Limiting face to face contact or reduce close contact with customers
- Prohibit handshaking
- Air handling filter upgrades
- Sneeze guards

- Partitions
- Touchless faucets
- Touchless toilets
- Timing of work shifts
- Limiting workers in a space
- Signage
- Face coverings

## TRAVEL RESTRICTIONS/GUIDELINES

The following protective measures are required whenever two (2) or more persons intend to share either a state vehicle or personal vehicle for work purposes:

- Stay home when sick.
- Face coverings in the vehicle are required regardless of vaccination status.
- The number of occupants should be limited. For example, a car may allow for a driver plus another individual who sits in the rear seat on passenger side of the car. A 12–15-person van might accommodate 4-5 persons (e.g., driver, 1<sup>st</sup> row passenger side, 2<sup>nd</sup> row driver side, 3<sup>rd</sup> row passenger side, etc.).
- Increase the fresh air intake via the vents or by slightly opening the windows.
- Clean and disinfect surfaces often.
- Practice hand hygiene & cough/sneeze etiquette.
- Social distance while waiting.

# Vendor/Contractor Plan

The following protocols are for all vendors and contractors that do business with the Michigan Department of Corrections (MDOC).

## VENDORS- For Immediate Implementation

- A. All vendors must pass our department screening which includes completing a screening document along with getting their temperature taken. Screening will either be in the administration building or in maintenance. This will be at the Warden's discretion.
  - o Anyone screened out will be asked to leave the premises immediately
- B. All vendors must wear a cloth mask at all times they are on state property.
- C. The only staff contact the vendor will have with facility staff is when they check in and out for the day and if there are any job specific questions/requirements or required escorts.
- D. Vendors must complete their task directly and minimize staff or prisoner contact.
- E. There will be no prisoner work crews working with or in the area of where the project work will be done.
- F. Vendors will be subject to pat down searches and must go through metal detectors for entry inside the secure perimeter.
- G. The vendor shall have a COVID-19 plan for the company they represent.
- H. All vendor-related work must be completed with social distancing in mind.
- I. Handwashing with soap and water is encouraged. Hand sanitizer must have approval before use by the Warden or Designee.
- J. For any emergent or out of the ordinary vendor visits to the facility, the Warden or Designee will have the final approval before entry.
- K. Wardens or their Designee will have final approval for all vendor-related work based on their specific facility and it's COVID-19 status.

Examples of possible vendors: (this is not an all-inclusive list)

Canteen-Employee and Visitor vending machines

GTL – Prisoner phones

Ricoh – Copier/Printer repair

OTIS – Elevator inspection and repair (statewide)

Sanimax – Grease trap/bin emptying

Waste Management – Waste and Recycling pickup

Integrated Pest Management Vendor – Rodent or insect abatement and spraying

Universal (formerly Midstate) – Video camera and zone repair

Fire Alarm/Sprinkler Systems – Annual inspection required by NFPA

Ventilation Hood Systems – Annual inspection required by NFPA

RW Mercer – UST/AST inspection and repair required by DEGLE and LEO-BFS (statewide)

FTC&H – Air Quality Permits (statewide)

Nelson Tank – Water Tower inspections required by DEGLE every 5 years (statewide)

Industrial Propane Services – LP Blender/Tank inspections and repair required by DEGLE, LEO-BFS (statewide)

Outside Regulatory Departments/Agencies – DEGLE, LEO-BFS, LEO-Miosha, DHS, DHHS, MDARD inspections announced or unannounced

## CONTRACTORS- Phased Implementation. Must meet MDOC and DTMB requirements

References:

- **DTMB Design and Construction Requirements**
- **Public Health Order for Mandatory testing for Prison Staff**  
[https://www.michigan.gov/documents/coronavirus/MDHHS\\_Public\\_Health\\_Order\\_-\\_Prison\\_staff\\_testing\\_200819-04\\_699806\\_7.pdf](https://www.michigan.gov/documents/coronavirus/MDHHS_Public_Health_Order_-_Prison_staff_testing_200819-04_699806_7.pdf)

### **COVID19 Construction Project Guidelines to consider:**

- A. Contractor shall follow all CDC, OSHA, MIOSHA, DHHS, LARA
- B. Contractor and subcontractors shall have COVID19 specific safety/operations plan in accordance with DTMB Design and Construction Services and MDOC, contractor must submit for review prior to re-activating work on site.
- C. Include at a minimum:
  - i. Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.
  - ii. Provide personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
  - iii. Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.
  - iv. Designate a site-specific supervisor to monitor and oversee the implementation of COVID-19 control strategies developed under subsection (a) of this section. The supervisor must remain on-site at all times during activities. An on-site worker may be designated to perform the supervisory role.
  - v. Conduct a daily entry screening protocol for workers and visitors entering the worksite, including a questionnaire covering symptoms and exposure to people with possible COVID-19, together with, if possible, a temperature screening.
  - vi. Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub provision (3) of this subsection, or in the alternative issue stickers or other indicators to workers to show that they received a screening before entering the worksite that day.
  - vii. Require face shields and masks to be worn when workers cannot consistently maintain social distancing.
  - viii. Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled masks.
  - ix. Encourage or require the use of work gloves, as appropriate, to prevent skin contact with contaminated surfaces.
  - x. Identify choke points and high-risk areas where workers must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
  - xi. Ensure there are sufficient handwashing or hand-sanitizing stations at the worksite to enable easy access by workers.
  - xii. Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among workers at the worksite.

- xiii. Restrict unnecessary movement between project sites.
- xiv. Create protocols for minimizing personal contact upon delivery of materials to worksite.

**MDOC Requirements:**

- A. Activities that must occur prior to the project start
  - i. LEIN approval must be received for all contractors that will be working on the project prior to the preconstruction meeting.
  - ii. Contractor must provide their COVID Construction Project/Operations Plan for the facility to review
  - iii. Physical Plant will provide the Department Return to Work Plan that includes the requirements around the Contractor and the screening protocol
  - iv. Facility will provide information around the COVID status of the facility including when the last COVID positive (staff or prisoner) at the facility.
- B. All projects will include a preconstruction meeting where the following will be discussed:
  - i. Work hours – to ensure the contractors are not coming in the same time as staff or during shift change
  - ii. Screening location will be determined
  - iii. Approval of hand sanitizer being provided by the contractor. Must meet CDC guidelines and be approved prior to the work being performed.
  - iv. Identify locations available for additional handwashing/sanitizing.
  - v. Designation of MDOC staff contact for the project
  - vi. Determination will be made if a project escort is required
  - vii. Instructions on how to report and who to report any incidents of contractor staff testing positive of COVID, becoming a close contact or PUI of a COVID positive person.
  - viii. Requests to remove equipment from worksite if contractor is quarantined will need to be worked out with Physical Plant Division and Facility Administration
  - ix. Location for daily check in including screening and temperature checks.
  - x. The facility COVID contact will be provided to report any concerns related to facility COVID plan compliance. In addition, Ed Vallad and the DTMB Project Director must be copied on any reports related to non-compliance
  - xi. Contractor contact information for notification in the event they will not be allowed into the facility (COVID status change at the facility). This notification could happen within 24 hours of the planned work.
- C. All contractors must pass our department screening which includes completing a screening document along with getting their temperature taken.
  - i. Screening will be completed in the administration building or in a designated location determined by the Warden.
  - ii. Anyone screened out will be asked to leave the premises immediately
- D. Work Site requirements
  - i. MDOC Orientation Training is required for all General Contractors and Design Professionals prior to starting any work on MDOC facility grounds.
  - ii. Contractors will be subject to pat down searches and must go through metal detectors for entry inside the secure perimeter.
  - iii. All contractors must always wear a mask while they are on state property.



- iv. Contractor will check in and out each day with the designated staff contact for the project.
  - v. Contractors will be screened daily including a temperature check.
  - vi. Contractor will stay in the area of the project work to minimize staff or prisoner contact.
  - vii. If the project is inside the secure perimeter an escort will be provided for the duration of the workday/project.
  - viii. There will be no prisoner work crews working with or in the area of where the project work will be done.
  - ix. All contractor-related work must be completed with social distancing in mind.
  - x. Handwashing with soap and water is encouraged. Hand sanitizer must meet CDC guidelines and be approved prior to coming onsite to perform the work.
  - xi. Contractors must wear work gloves where appropriate to prevent skin contact with contaminated services.
  - xii. Contractors will be required to clean and sanitize their workspace.
- E. COVID Testing requirements:
- i. Any contractors working at COVID testing facilities are subject to the weekly testing per the Public Health Order related to testing in Prisons (attached)
  - ii. Contractors will not be allowed to work on the site if they do not get weekly testing (either at the facility or provide documentation of the weekly test) until the facility is no longer required to test per the Public Health Order.
  - iii. Contractors/vendors/DTMB that are there one day for an inspection are not required to complete the weekly testing. However, if the contractor/vendor/DTMB/DOC staff are going to multiple sites frequently and at least one is a COVID facility they will need to be tested weekly.
  - iv. If work is stopped due to COVID, the contractor will be able to get equipment out with approval from the Warden and Deputy Director. They should coordinate this through their site contact.

## DEFINITIONS

Engineered controls, including physical barriers like clear plastic sneeze guards, where social distancing cannot be achieved or interaction with many customers throughout the day cannot be avoided.

Administrative controls to maintain social distancing, including timing of shifts, controlling the number of individuals in a space, signage, site and task specific training, providing and requiring face coverings, and PPE as appropriate to the level of risk.

Personal protective equipment (PPE), including respirators, hand sanitizer, eye protection, and gloves.