

DIRECTOR'S OFFICE MEMORANDUM 2022 - 26

EFFECTIVE: January 1, 2022

DATE: December 16, 2021

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: Return to Work Plan for Volunteers

SUPERSEDES DOM 2021-31 (08/03/2021)

All volunteers who serve with the Michigan Department of Corrections (MDOC) inside Correctional Facilities shall follow guidelines set forth in this DOM. Outreach Volunteers shall be included in the Visitation Return to Work (RTW) Plan. Contractual Employees shall be included in the Vendor/Contractor RTW Plan.

PROGRAMMING – OUTBREAK STATUS

Facilities on outbreak status may have all in-person religious services paused. In-person religious services may be canceled as determined by the Warden or designee in consultation with the appropriate Assistant Deputy Director (ADD). The Warden shall resume in-person religious services as approved by the CFA Deputy Director. While in-person religious services are paused, facilities shall provide religious programming broadcast through in-house channels and what is provided by an approved in-house cable provider. Facility Chaplains shall provide religious schedules for the in-house broadcasting.

All facility Chaplains will have available the AVS Video Converter 9.1 access to make and fill religious programming content, with the goal of using current facility volunteers as content producers. Other programming will be provided at the discretion of the Warden or designee, based upon facility needs, staff availability, and physical plant limitations.

There shall be minimal programming staff contact with prisoners at facilities on outbreak status, and no volunteers are allowed on the grounds of a facility on outbreak status.

PROGRAMMING – NON-OUTBREAK STATUS

Wardens at facilities not on outbreak status will evaluate the abilities and needs of their facility, considering the MDOC pandemic protocols and the current version of the COVID-19 DOM (as well as any other relevant DOM or PD). If deemed appropriate, the Warden or designee may consider allowing groups to gather for religious services and other essential programming.

All group activity shall be limited by social distancing protocols. Groups may be smaller at the discretion of the Warden or designee. Additional services and meeting times may be needed to allow for smaller group sizes. This may require expanding hours of operation and using more physical plant and staffing resources.

All participants in religious services and other groups are required to observe social distancing and wear face masks/coverings while gathered.

Facility Chaplains and the Special Activities Coordinator shall continue to examine options to use technology to provide live video services and shall continue to use Shared Drive religious programming as needed.

Staff may have contact with prisoners as necessary for supervision and facilitation of programming.

Volunteers for religious services and other essential programming may be allowed access to correctional facilities subject to the following:

1. Volunteers shall be oriented regarding pandemic protocols and requirements prior to entry into any correctional facility. This orientation shall be documented with an agreement form indicating that the volunteer understands and agrees to comply with these requirements. Electronic orientation shall be explored as an alternative.
2. All volunteers must submit to, and pass, the facility screening that shall include completing a screening document along with a temperature check. The Volunteer may provide a CDC Covid-19 Vaccination Record to the Volunteer processing employee. The processing employee shall add the Covid-19 Record to the notes in OMNI, so the Vaccination Record can be verified. If the Volunteer is not vaccinated or chooses not to provide the record, then an instant antigen test must be completed. Anyone screened out will be asked to leave the premises immediately.
3. Any Volunteer who has entered a facility within the last 72 hours that is undergoing a screening/mass testing protocol will be required to complete an antigen test upon entering any additional facilities for 14 days from their exposure. If the volunteer travels to multiple facilities during the business day, they will only be required to test upon entering the first facility of the day, however, they will still be required to complete the screening form and temperature check when entering each facility.
4. All volunteers must wear a facility-provided face mask while they are on state property. Volunteers shall adhere to social distancing guidelines and maintain prisoner contact only as is necessary for delivering the program for which they volunteer.
5. Volunteers will be subject to pat down searches and must go through metal detectors for entry inside the secure perimeter of any correctional facility.
6. Frequent hand washing with soap and water is encouraged. Hand sanitizer must have prior approval from the Warden or Designee before being brought inside a facility.