



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

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GOVERNOR

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DIRECTOR'S OFFICE MEMORANDUM 2021 - 26R5

EFFECTIVE: Immediately

DATE: March 19, 2021

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: COVID-19

SUPERSEDES DOM 2021 - 26R4 (effective 03/05/2021)

The MDOC is taking many steps to protect staff and prisoners from the spread of COVID-19, including developing isolation areas to place and treat prisoners who have tested positive for COVID-19 or who are under investigation for having COVID-19, as well as those who have had close contact with a known-positive COVID-19 individual. This DOM outlines the precautions staff shall take to help prevent COVID-19 from spreading. This DOM controls when in conflict with any other DOM or Department policy or procedure.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

At a minimum, all individuals in a correctional facility, on facility grounds, or in a MDOC office building shall always wear a mask or facial covering. The mask or facial covering shall cover the individual's mouth and nasal opening. Neck gaiter-style face coverings that are two layers and completely cover the mouth, nose, and chin are permitted. Employees may remove their mask or facial covering temporarily while actively eating or drinking, or while alone in their personal vehicle. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are not sufficient face coverings. Open-chin triangle bandanas are also not permitted.

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. Failure to comply with these mask requirements may result in disciplinary action.

Prisoners are not required to wear a mask while eating, drinking, showering, or sleeping.

Required PPE shall be worn by staff at all times when they are in an isolation area, transporting a prisoner with a confirmed or suspected case of COVID-19, packing the property of a prisoner with a confirmed or suspected case of COVID-19, or at any time the staff member has close contact (i.e., within six feet) with an offender (i.e., prisoner, parolee, probationer) who has a confirmed or suspected case of COVID-19. As outlined in the approved protocol, PPE shall include an N95 or other mask, a gown, eye protection, and powder-free nitrile gloves. PPE worn in an isolation area shall be removed before going to another area of the facility. When transporting prisoners, transportation staff must strictly follow the guidelines set forth in the transportation post orders on what the appropriate PPE is to wear depending on the COVID-19 status of the prisoner.

At a minimum, all staff working in a correctional facility or office building shall wear powder-free nitrile gloves when handling any mail.

SCREENING OF INDIVIDUALS BEFORE ENTERING A FACILITY OR OFFICE BUILDING

All individuals shall be screened for potential signs and symptoms of COVID-19 before entering a correctional facility or office building. Any individual who shows symptoms of COVID-19 shall be denied entry. Consistent with Centers for Disease Control and Prevention (CDC) guidance, employees who are feeling sick with any illness must stay home. If an employee develops symptoms while at work, they should be immediately separated from others and sent home. Employees must follow all protocols in the Michigan Department of Corrections COVID-19 Preparedness Plan.

SOCIAL DISTANCING

In accordance with the guidance, social distancing recommendations shall be followed at all times, including programing, classrooms, chow lines, staff screenings, office buildings, etc. This means that there shall be a distance of at least six feet between all individuals. Staff meetings and other group interactions of 10 or more individuals shall be limited. Technology must be used in place of group interactions, when possible.

ISOLATION AREAS

The CFA Deputy Director shall determine where isolation areas are located. A prisoner who tests positive for COVID-19 shall be placed in quarantine in a designated isolation area as soon as resources permit regardless of their security level or prior criminal history. All of the requirements set forth in PD 03.03.130 "Humane Treatment and Living Conditions for Prisoners" apply to prisoners in an isolation area with the exception of two hours of indoor/outdoor recreation. Psychological services shall continue to be provided as necessary. The CFA Deputy Director shall consult with the Office of Legal Affairs Administrator and the BHCS Administrator to determine what movement and activities may take place in an isolation area including access to programming, religious services, and law library material. At no time shall a prisoner who is placed in an isolation area be permitted outside of the area, unless it is for an emergency, or as approved by the Assistant Deputy Director (ADD). If a prisoner becomes extremely disruptive while in an isolation area, staff may use management techniques and equipment as set forth in PD 04.05.112 "Managing Disruptive Prisoners." Staffing levels in an isolation area shall be determined by the Warden.

A sign shall be placed outside of each isolation area that notifies staff that they are about to enter a restricted area, and what PPE shall be worn before entering the area. Only staff approved by the

Warden or designee may enter an isolation area, unless an emergent situation (e.g., any situation that would require a critical incident report to be written) arises.

OP 04.04.100 Attachment A “Items Allowed Without a Gate Manifest” permits staff at Newberry Correctional Facility (NCF), Ionia Bellamy Creek (IBC) Dormitory, and Kinross Correctional Facility (KCF) K-Unit to bring their lunch through the gate. This DOM expands OP 04.04.100 Attachment A to allow employees working in an isolation area to bring their lunch through the gate to the isolation area with prior approval of the CFA Deputy Director. Lunches must be in a paper or plastic bag and contain food, drink, and plastic silverware items only. No lunchboxes, coolers, or metal/glass containers will be allowed. The Shift Commander has discretion to reject any lunch item that may jeopardize the security of the facility (e.g., sharp bones, excessive quantities).

The Warden shall ensure cleaning procedures are in place for isolation areas. Volunteer prisoner porters will be assigned to the isolation area and will clean as needed. Prisoner porters will be provided with appropriate PPE. Staff shall document that PPE was provided to the porters in the logbook.

A prisoner shall only be released from an isolation area after they have been cleared by a Physician, and approval from the BHCS Administrator or Chief Medical Officer (CMO)/Assistant Chief Medical Officer (ACMO) has been obtained.

PRISONERS UNDER INVESTIGATION FOR COVID-19

Separate isolation areas shall also be developed for prisoners who are under investigation (PUIs) for having COVID-19 as well as for those who have had close contact with a PUI or known-positive COVID-19 individual (Close Contacts), as necessary. The isolation areas for PUIs shall follow the same criteria as the isolation areas for prisoners with confirmed cases of COVID-19. A PUI shall be placed alone in a cell pending the outcome of their test results. Staff transporting a PUI shall wear the same PPE that is required for transporting a prisoner with confirmed COVID-19.

Close Contact tracing must include, but is not limited to, identifying bunkmates, prisoner workers, MDOC staff, etc. If staff are identified as Close Contacts, the Human Resources Director shall be notified.

Close Contacts shall be PCR tested on Day 1, Day 7, and Day 14 and must remain quarantined for 14 days, even if they receive a negative test. If a Close Contact tests negative on Day 14, isolation can be discontinued if approved by the CMO or ACMO.

All prisoners arriving at an intake center shall be considered asymptomatic Close Contacts (unless symptomatic) and all staff interacting with them shall wear appropriate PPE.

PRISONER PERSONAL PROPERTY

To control the spread of the COVID-19 virus that may be lying dormant, facility staff shall secure and inventory the property of prisoners with confirmed COVID-19 as well as PUIs and Close Contacts if the prisoner is placed in an isolation area. The Warden, in consultation with Health Care, may allow prisoner property while in an isolation area. However, prisoners placed in an isolation area shall be allowed access to their Keep on Person medication, medical equipment, and legal property as necessary. Staff shall wear gowns, eye protection, masks, and gloves when handling the property.

Perishable food items that are not in a sealed or unopened container shall be discarded. A prisoner's property shall be immediately returned to them once they are released from the isolation area.

Prisoners shall be allowed to have family/friends pick up hobby craft items and personal property at the facility. The prisoner is responsible for notifying the Corrections Program Coordinator (CPC) who is in charge of hobby craft or the Property Room Officer of the date and time their family member would like to pick up the hobby craft/personal property. The CPC or Property Room Officer shall confirm with the prisoner if the requested date and time works with their schedule. If the date and time can be accommodated, the CPC or Property Room Officer shall deliver the item(s) to the prisoner's family/friends in the facility parking lot while wearing appropriate PPE and maintaining social distancing.

PRECAUTIONS IN CFA FACILITIES

Intake

County jails must test every prisoner being transferred into the Department's custody within the 72 hours prior to intake and receive a negative test result. If test results are not received within the 72-hour window, county jails must contact the Department to request an exemption. To limit daily intake and accomplish necessary social distancing, county jails must contact the Department to schedule intake appointments. All county jail staff who are transporting new intakes to the Department must wear mask at all times during transportation, including when entering a facility. County jail staff must also provide proof of the prisoner's negative test results upon arrival at the facility.

Alcohol-Based Hand Sanitizer and Wipes

Until further notice, alcohol-based hand sanitizer and wipes that are provided to correctional facilities by the Department shall be permitted within the secure perimeter of a correctional facility for use by staff. Hand sanitizer shall not be used in place of good hand washing technique. When not in use, the hand sanitizer and wipes shall be stored in accordance with Chapter 12 of the Environmental and Waste Management Plan. Staff shall not be permitted to bring personal alcohol-based hand sanitizer or wipes through the gate.

Gate Security

The number of individuals allowed in the gate area has decreased from eight to four.

Staff are permitted to bring in the following items without a gate manifest:

1. Department-issued hand sanitizer and wipes
2. Acceptable gloves made of vinyl, nitrile, or latex;
3. Surgical masks made from polypropylene, polystyrene, polycarbonate, polyethylene, cotton, or polyester. They may be disposable or reusable (require washing); and
4. Disposable or reusable fabric gowns.

Reassignment of Staff

Staff shall be reassigned as necessary to meet the needs of the facility or the Department.

Parole Board Representatives

Prisoners are allowed one representative at Parole Board hearings, but the representative may only attend via telephone or other available electronic means.

Large Gatherings

All large in-person gatherings must be approved by the Director. Annual fit testing shall be postponed. Classroom training will be conducted only at CFA facilities utilizing social distancing, masks, and room capacity restrictions. Central Office, FOA, and contractor training will be conducted in a virtual classroom. The following training shall be permitted:

1. Weapons
2. SCBA
3. Expirations
4. CCMW
5. Court-ordered/settlements
6. Deaf and/or Hard of Hearing Prisoners
7. New Orientation
8. Disturbance Control
9. Universal Shakedown Procedures
10. Discriminatory Harassment
11. CPR with AED and Narcan
12. Any other training program approved by the BOA Deputy Director

All staff are still required to complete computer-based training (CBT).

Transfers and Cell Moves

No transfers shall be made unless approved by the CFA Deputy Director. Cell moves shall only be made if absolutely necessary (e.g., medical, PREA). If a prisoner needs to be transferred to or from an isolation area, transportation staff shall wear all required PPE.

If a prisoner is classified to administrative segregation at a facility that does not have administrative segregation, or if the Security Classification Committee (SCC) determines a prisoner in temporary segregation needs to be transferred to an alternative placement, the prisoner may be housed in temporary segregation at their current facility beyond the time frames that are outlined in Paragraph P of PD 04.05.120 "Segregation Standards." The Warden may designate additional cells at their facility as temporary segregation cells if necessary.

Prisoner Testing

1. All prisoners arriving to a reception center will complete the COVID-19 prisoner screening tool and PCR testing on their first day. The intake serology test (IgG) shall be completed with routine intake labs. The serology test is not required to be completed on their first day. Prisoners will

complete a second PCR test 72 hours prior to transferring to their home location. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to transfer.

2. All prisoners going out on a writ will complete the COVID-19 prisoner screening tool and PCR testing prior to the writ release. A single, negative PCR test or BinaxNOW antigen test is required within 72 hours before the writ release. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to the writ release. Upon return from a writ release, all prisoners shall be considered asymptomatic Close Contacts (unless symptomatic) and tested on Day 1, Day 7, and Day 14 and must remain quarantined for 14 days, even if they receive a negative test. If a Close Contact tests negative on Day 14, isolation can be discontinued if approved by the CMO or ACMO.
3. All prisoners who are candidates for Special Alternative Incarceration (SAI) will complete PCR testing and serology testing prior to transferring to SAI. A single, negative PCR test or BinaxNOW antigen test is required within 72 hours of transferring. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to transfer. The prisoner shall be isolated until transferring to SAI.
4. Before any transfer:
 - a. All prisoners must complete basic screening questions with a medically licensed/certified Health Care personnel.
 - b. If asymptomatic and not previously positive in the past 90 days, prisoners must have received a negative PCR test or BinaxNOW antigen test within 72 hours of transferring, if possible. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to transfer.
 - c. Staff must consider isolating a prisoner prior to a transfer when possible and if facility logistics allow.
 - d. If a prisoner received a positive PCR test within the past 90 days, PCR testing is not required.
 - e. If a prisoner refuses PCR testing, they will be isolated at receiving facility for 10 days.
 - f. During an urgent transfer when PCR testing is not completed, a warm hand off must be completed by the transferring facility to the receiving facility. The prisoner must be isolated at the receiving facility until tested and results returned. The MDOC ACMO must be notified if the test was not completed prior to transfer and provided an explanation.
5. Offsite appointments:
 - a. Testing for offsite appointments is at the discretion of the specialist. If the requirements cannot be followed, the MDOC ACMO must be notified and provided an explanation.
 - b. If an appointment is urgent or emergent, a PCR test is not required.
 - c. DWH Specialty Clinics: a prisoner must receive a negative PCR test or BinaxNOW antigen test within 72 hours of the clinic visit. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to the clinic visit. If they have tested positive in the last 90 days, additional testing is not required. If the prisoner has multiple clinic appointments in a calendar week, they will only require one negative test in the calendar week.

6. Paroles/discharges:

- a. A prisoner must receive a single, negative PCR test or BinaxNOW antigen test within 72 hours prior to parole/discharge and be offered a voluntary serology test. If PCR test results are not received within 72 hours, the prisoner shall be tested with a BinaxNOW antigen test prior to release. The prisoner shall sign a medical release so that these test results can be shared with appropriate MDOC Field Staff.
- b. If a discharging prisoner refuses PCR testing, screening questions must still be completed and notification provided to Health Care of the test refusal and screening question responses.

Note: A prisoner shall not be held past their parole date solely because they tested positive for COVID-19 unless they are paroling to a congregated area (e.g., community placement) and are currently housed in an isolation area.

Overtime Procedures for Security Unit Employees

With approval of the appropriate ADD, probationary employees may be authorized to work voluntary and mandatory overtime prior to completing six months of satisfactory service. During the pendency of this pandemic, mandatory overtime shall be assigned using 100 percent of the shift seniority list for the departing shift on a rotational basis. Mandatory overtime shall be tracked in accordance with DOM 2020-26 "Overtime Distribution Process for Security Unit Employees."

Additionally, employees on overlapping shifts in the classification offering overtime can be placed on the 2nd preference list and can assume the overtime assignment after completing their primary shift.

School and Programming

School classes and programming may be paused. School classes and programming may be canceled as determined by the Warden or designee in consultation with the appropriate ADD. The Warden shall resume school classes and/or programming as approved by the CFA Deputy Director. The number of prisoners in each program shall be reduced to allow for appropriate social distancing. When possible, prisoners attending the class/program shall be seated a minimum of six feet apart. Face-to-face college courses shall be suspended, but technology may be used to provide distance learning.

Teachers shall continue to complete the Educational Program Plan (CSJ-363A or CSJ-363V as appropriate) in accordance with PD 05.01.100 "Prisoner Program Classification." If school classes or programming was cancelled, the CSJ-363A or CSJ-363V shall document if the prisoner participated in in-cell study.

Law Libraries

Law libraries shall operate under the following conditions:

1. The facility must not be on active COVID-19 outbreak status.
2. Individual prisoners will not be approved to use the law library if they are currently housed in a PUI or COVID-19 positive area, but law library materials will continue to be made available to

them.

3. In facilities currently housing prisoners who have tested positive for COVID-19, prisoners will only be approved to use the law library if they have a confirmed active court case or proof of need to use the electronic law library (ELL). If there are any questions about whether a prisoner should be approved, please contact the Office of Legal Affairs Administrator.
4. All facilities (including those without active COVID-19 cases) must adhere to the following guidelines:
 - a. Approved prisoners will be called out to the law library by housing unit to ensure cohorting is taking place.
 - b. Before entering the law library, all approved prisoners must complete the screening protocol questionnaire and have their temperature taken.
 - c. While in the law library, prisoners must always wear a mask or face covering and follow social distancing protocols.
5. ELL equipment and law library tables must be sanitized after every use.
6. Until further notice, law library hours of operation and use may be restricted as approved by the Warden to accommodate COVID-19 protocols.

Screening of Prisoners

All prisoner workers and prisoners on callout shall complete the prisoner screening questionnaire, including a temperature check, before their shift or callout.

Searches

Clothed-body or thorough pat-down searches of prisoners, as outlined in PD 04.04.110 "Search and Arrest in Correctional Facilities" Paragraph T, are suspended for prisoners who are housed in (1) a COVID-19 positive unit, (2) PUI isolation unit, and (3) Close Contact isolation unit. Similarly, the searches of prisoner living areas, as outlined in PD 04.04.110 Paragraph V, are suspended for cells or areas whose occupants are located in (1) a COVID-19 positive unit, (2) PUI isolation unit, and (3) Close Contact isolation unit. The search of common areas is still required and shall be completed when prisoners are not present.

In the event a suspended pat-down search or cell search is required, the staff conducting the search shall wear PPE.

Prisoner Hygiene and Housing Unit Cleanliness

Adequate soap shall be provided to prisoners at all times. Bleach shall be made available to be used and appropriately stored in the housing units, and other areas of the facility. The Warden shall determine procedures for dissemination and storage of bleach, which shall include storage language that is in accordance with Chapter 12 of the Environmental and Waste Management Plan. The bleach shall be inventoried daily on the Hazardous Material Inventory Checklist (CAH-159) even if the NFPA/HMIS hazardous rating is not two or higher.

Health Care

Prisoners shall not be charged a copay for COVID-19 testing and management and, upon request, shall be given one free copy of the results of the COVID-19 nasal PCR test and antibody blood draw test. Due to the need for nurses to be on duty, nurses shall be allowed to accrue up to a maximum of 80 hours of compensatory time. Prisoner Palliative Care Aids shall not be utilized unless there is a prisoner in vigil status.

Due to the COVID-19 Emergency Declaration, employees responding to victims of cardiac and/or respiratory emergencies are directed to respond as follows:

1. When delivering Cardiopulmonary Resuscitation (CPR), employees shall follow the American Heart Association (AHA) guidelines for “Hands-Only” CPR.
2. Hands-Only CPR eliminates the delivery of rescue breaths by non-Health Care employees while delivering consistent compressions to the victim at a rate of 120 bpm. Staff performing CPR shall ensure the victim is wearing a face mask while compressions are administered. Each AED and first aid kit shall contain a face mask.
3. Rescue breaths will only be delivered by Health Care employees using the Ambu bag with the spacer and filter.
4. Non-Health Care employees will continue to assist with compressions, scene safety, and the AED as trained.

This direction includes any victim found to be unconscious due to an obstructed airway, opiate overdose, or all other emergencies that may require CPR or rescue breaths.

Food Service

The Business Manager shall ensure extra food is ordered (14 days on hand). The number of prisoners allowed to attend a meal at one time shall be reduced as determined by the Warden. Prisoners eating in the dining hall shall be seated in a fashion that allows them to avoid close contact with each other (i.e., six feet apart) or to be seated with other prisoners housed within the same cell or cube, and tables shall be sanitized between use. Prisoners shall stand at least six feet apart while waiting in line to receive their meal.

Warden’s Forum

Warden’s forum may continue to be held in the units and counted as a monthly meeting.

Prisoner Store

A prisoner may spend up to \$150 plus any applicable sales tax once every two weeks (i.e., 26 times per calendar year) to purchase Standardized Store List items from the vendor.

Staff Weight Rooms/Exercise Areas and Weight Pits/Rooms for Prisoners

Staff weight/exercise rooms and weight pits/rooms for prisoners shall be open. Cleaning supplies and hand sanitizer shall be available for these areas. All individuals using these areas shall wear a mask at all times, and each piece of equipment shall be sanitized before and after each use. The Warden or designee shall limit the number of individuals allowed to use these areas in order to ensure social

distancing can be practiced.

Additional Suspensions/Postponements

Along with the items noted above, the following shall be suspended or postponed in CFA:

1. Mobilizations shall be suspended. In the absence of practical mobilizations, tabletop exercises shall be completed.
2. Gate pass prisoners may be laid in and will only be assigned in essential positions.
3. Performance audits and all inspections that are not conducted at the facility level shall be postponed, unless approved by the CFA Deputy Director.
4. Pest control shall be postponed unless there is an urgent need.
5. Construction projects shall be postponed unless they are emergent.

Any other decision to change or suspend facility operations shall be made on a case-by-case basis as determined by the CFA Deputy Director.

IN-PERSON VISITS

For the safety of the employees and the public, in-person visits are not permitted for prisoners who are housed in a facility under a COVID outbreak or housed in a COVID quarantined/isolation unit.

All visitors, including a minor child's parent or legal guardian, and prisoners shall sign a liability waiver and have an antigen test before an in-person visit takes place. All existing MDOC policies, procedures, manuals, and rules that govern in-person visits and gate security apply unless otherwise outlined in this DOM.

Scheduling an In-Person Visit

All individuals who are approved to visit are required to schedule an appointment using the GTL Scheduler before visiting a prisoner. Visitors are required to schedule the visit at least 72 hours prior to the visit, but not more than 96 hours prior to the visit. A maximum of two visitors may visit a prisoner at one time. The duration of a visit shall not exceed two hours. The time of the visit starts when the visitor enters the visiting room. The MDOC recommends visitors arrive at the facility 45 minutes before their scheduled visit. However, to ensure enough time for pre-screening processing, visitors must arrive 30 minutes before the scheduled appointment. Visitors who arrive late to a scheduled appointment may have the amount of time they are late subtracted from the two-hour visiting duration. A visit may be cancelled if the visitor is more than 60 minutes late for the appointment unless the visitor calls ahead of time to let the facility know they are running late due to circumstances outside of their control (e.g., heavy traffic, road construction, weather). Due to the distance some visitors have to travel to a facility, a visitor who travels 200 miles or more one way from their home address to the facility may schedule more than one two-hour visiting session for the same day if space permits and with prior approval of the Warden. However, each two-hour session that is scheduled counts towards the number of visits the prisoner is allowed for the month.

Number of Visits Allowed

Social distancing requirements decrease the number of available visitation slots because less individuals can be in the visiting room at the same time. As a result, the number of in-person visits a prisoner is allowed per month is as follows:

Level I - Four

Level II - Three

Level IV (General Population and Protection) - Two

Level V and STG I - Two

Segregation and STG II - One non-contact visit

Due to decreasing the number of visits allowed, the Warden may allow visits to take place on days and at times that differ from the facility's normal visiting schedule.

Entering a Correctional Facility

Prior to a visit, MDOC staff shall inform the visitor of the MDOC screening process which shall include a temperature check and an antigen rapid test for anyone two years and older. In addition to the antigen test and temperature, all visitors are also required to pass the MDOC screening process for COVID-19 before entering the facility. Visitors shall follow the instructions for providing an antigen test by swabbing themselves. Prisoners will have an antigen test administered by health care prior to the visit. If a scheduled visit does not take place due to the visitor testing positive on the antigen test or not passing the screening process, the visit shall not count towards the prisoner's number of allowed visits, and the denial of the visit shall be logged by the Front Desk Officer. If the visitor passes the screening process, they shall be required to don a surgical mask and proceed to the front desk for processing. The MDOC shall provide the mask to the visitor. Children under the age of two will not be required to wear a mask. Visitors are not permitted to wear personal masks once issued a surgical mask. For security purposes, personal masks must be stored in the lockers provided and not returned to the vehicles. Small bags will be provided for storage.

A sign shall be posted in each lobby for visitors on how to report illness prior to starting a visit and the sudden onset of illness or COVID-19 like symptoms during the visit.

Front Desk

A line shall be placed on the floor six feet in front of the front desk to promote social distancing between the visitor and the Front Desk Officer. Plexiglass shall also be placed at the front desk to provide a divider between the visitor and the Front Desk Officer. The sign-in log shall be kept at a table in close proximity to the front desk. The seating arrangement in the lounge by the front desk shall be fashioned in a way that promotes social distancing.

Before the visitor enters the visiting room, the visitor must sanitize their hands using alcohol-based hand sanitizer and the Front Desk or Gate Officer shall place the mark of the day on the visitor's

forearm with a disposable Q-tip and will place a mark on the visitor's hand with a permanent marker. Invisible ink pens shall not be used until further notice.

Gate Security

The Gate Officer shall process only one visiting group at a time and shall change their gloves each time they process a new visit.

Vending machines will not be operational until further notice, therefore, visitors are not permitted to bring money or prepaid vending cards through the gate. Visitors are also prohibited from bringing food and drink items through the gate.

Visitors shall be given a disposable wristband to apply to their wrist before exiting the gate. Disposable wristbands shall be used in place of reusable visitor badges. All wristbands will be removed after each visit. Visitors are not allowed to leave with the wristband.

Visiting Room Operation

All visitors and prisoners shall be required to use alcohol-based hand sanitizer each time they enter and exit the visiting room. Seating in the visiting room shall be organized in a fashion that promotes social distancing and does not allow the prisoner to have physical contact with the visitor (e.g., three chairs in a cube adequately spaced apart). Arrows may be placed in the visiting room to show visitors the flow of foot traffic to their assigned seat. Once seated, prisoners and visitors shall continue to wear their mask. Plexiglass shall be placed at the officer's desk and each visiting table to provide a divider between the visitor, prisoner and the Visiting Room Officer

The Warden or designee shall ensure an updated housekeeping plan is in place for the visiting room. When a visit ends, the area of the visiting room in which the prisoner and visitor(s) were sitting shall be disinfected. The individual disinfecting the area shall wear, at a minimum, a mask, gown, eye protection, and gloves.

During contact visits, one embrace between the prisoner and their visitors is permitted at the beginning and end of each visit. No other physical contact is permitted at this time.

Bathroom breaks shall be permitted during visits. However, time used for the bathroom counts towards the two-hour duration of the visit. A sign shall be placed in the visitor bathroom that outlines proper hand washing techniques. Visitors and prisoners must use alcohol-based hand sanitizer before entering the bathroom and before returning to the visiting room.

Water will be available for prisoners and visitors in separate locations. Disposable cups are not to be brought back to the visiting area. Prisoners and visitors will not share water containers or cups. Prisoners and visitors are only permitted to lower their masks to drink water in the designated area and not with other prisoners or visiting parties. Vending will not be allowed until further notice.

Games and toys shall not be used during visits with exception of disposable crayons and coloring sheets. Visitors are allowed to take the disposable crayons and coloring sheets home with them.

The prisoner and visitor shall remain seated during the visit except for bathroom and water breaks.

Photos

Due to social distancing concerns, photo tickets are not allowed to be purchased until further notice.

Attorney, Clergy, Volunteer, and Media Visits

Attorney and clergy visits shall be permitted as set forth in PD 05.03.140 “Prisoner Visiting” and the visiting standards. The MDOC shall make video visiting available to attorneys and clergy in accordance with the video visiting standards. Attorneys and clergy are permitted to possess property in accordance with OP 04.04.100B “Property Items Visitors are Allowed as Outlined in Visiting Standards” with exception of funds for the vending machines or prepaid vending cards. Attorneys and clergy are also prohibited from bringing food and drink items through the gate. Prisoners will be provided with a small segregation-style pen for signing documents in the Visiting Room. Attorneys and prisoners shall not share a pen.

In-person or video visits with volunteers or media representatives shall only be permitted with prior approval of the Warden or designee. If an in-person visit is approved for a media representative, the representative may bring in items in accordance with OP 04.04.100B “Property Items Visitors are Allowed as Outlined in Visiting Standards.” If an in-person visit is permitted for a volunteer, the volunteer may bring in items in accordance with OP 04.04.100C “Items Volunteers are Allowed Without a Gate Manifest” with the exception of food and drink items.

Hospital Visits

Hospital visits may be permitted in accordance with PD 05.03.140 “Prisoner Visiting.” Cell phones, cameras, and mobile devices with camera capability are prohibited during the visit. Visitors are required to follow any hospital-related protocols.

Restrictions for In-Person Visits

In-person visits may be restricted for the reasons set forth PD 05.03.140 “Prisoner Visiting” and for the following reasons:

1. Refusal to wear a mask, or refusal to properly wear a mask.
2. Failure to follow social distancing rules.

A prisoner or visitor shall be given notice of the proposed visitor restriction and a hearing in accordance with PD 05.03.140 “Prisoner Visiting.”

Prisoner Marriages

Prisoner marriages shall be permitted as set forth in the visiting standards outlined above and PD 05.03.150 “Religious Beliefs and Practice of Prisoners,” except that physical contact is not permitted. Marriages shall be scheduled on a day and time separate from regular facility visitation. All wedding parties shall be limited to five persons: the two marrying parties, two witnesses, and an officiant. Prisoner marriages are not visits and shall not count against the number of allowed visits for the month.

VIDEO VISITS

Scheduling a Video Visit

Approved visitors may schedule a video visit with a prisoner in accordance with the MDOC's video visiting standards. The video visiting standards outline the rules of video visiting and are available on the MDOC website and in DAS.

At the Women's Huron Valley Correctional Facility (WHV), prisoners must use the prisoner store kiosk to schedule a visit as set forth in video visiting standards. All prisoners at WHV shall have daily access to the prisoner store kiosk to purchase a video visit even if they are serving a disciplinary sanction for top lock or loss of privileges (LOP).

Terminated Video Visits and Video Visiting Restrictions

Staff may give a prisoner and/or a visitor a warning before terminating a video visit for a violation of video visiting rules. A prisoner may have a video visit terminated for any for the following reasons (This list is not exhaustive):

1. The visitor wears inappropriate visiting attire as set forth in the video standards.
2. The visitor shows an unauthorized item during the visit.
3. The visitor plays music, watches/shows television, videos, or movies during the video visit.
4. The visitor does not remain seated or shows their entire body during the video visit.
5. The visitor is in bed or the bathroom.
6. The conversation between the prisoner and visitor is excessively loud (e.g., tantrums).

A visit may be terminated and the prisoner and/or visitor may be placed on a video visiting restriction if any of the following occur during the video visit:

1. The visitor takes a photo or video during the visit.
2. The visitor makes or receives a telephone call, texts, tweets, views social media, plays games or uses other technical devices during video visits.
3. The visitor is driving or riding in a vehicle during the video visit.
4. The visitor is in a public area that shows persons or children who are not approved to visit.
5. The visitor or prisoner engages in any activity deemed to be sexual, including exposure of the breasts, genital areas, or buttocks. Breastfeeding shall be permitted during a video visit.
6. The visitor allows non-approved visitors on the video.
7. The prisoner or visitor engages in activity that is deemed to be gang related, involves weapons

or drugs, or is a criminal act.

8. A visitor who is fourteen years of age or younger is attired in clothing that does not cover their body from the base of the neck to the top of the knees. T-Shirt and shorts/trousers are acceptable, a sundress is not acceptable.

A prisoner or visitor shall be given notice of the proposed visitor restriction and a hearing in accordance with PD 05.03.140 "Prisoner Visiting."

CREDIT RESTORATIONS

The following requirements for credit restorations listed in PD 03.01.100 "Good Time Credits" and PD 03.01.101 "Disciplinary Credits" will be modified:

1. Restorations may be initiated at a Warden's discretion and may impanel committee members to assist in providing recommendation for restoration.
2. Initiation of a restoration will not be limited to an annual review period or exemplary or meritorious acts.
3. Prisoners are not automatically ineligible for restoration of credits because of their disciplinary history; however, a Warden may consider disciplinary history when deciding whether or not to restore credits.
4. All recommendations for restoration must continue to be referred to the CFA Deputy Director for approval.

PRECAUTIONS TO BE TAKEN BY FOA

The following precautions shall be taken by FOA to protect staff, parolees, and probationers:

1. In-person contacts (IPC) shall be held by telephone or video whenever possible.
2. IPCs that cannot be held by telephone or video shall be limited as much as possible.
3. No Preliminary Breath Tests (PBT) shall be administered.
4. Telehealth shall be utilized for community programming when feasible.
5. Case notes can document why forms were not signed/initialed in person when not able to be signed/initialed in person.
6. In-reach services may be accelerated.
7. The ADD of OPPS must approve all return-to-prison parole violation decisions.
8. For Absconder Recovery Unit (ARU) investigators approved to work at a facility, the standards listed in the ARU Operations Manual are suspended.
9. Suspend placing parole violators (PVs) in the Intensive Detention Reentry Programs (IDRP) at

Clinton county.

10. Reinstatements will be expedited.
11. Arrests that are returns shall be sent directly to Charles Egeler Reception and Guidance Center (RGC), Women's Huron Valley Correctional Facility (WHV), or Marquette Branch Prison (MBP), as appropriate.
12. Masks and hand sanitizer shall be given to field staff.
13. Oral swabs have been purchased for substance abuse testing.
14. Instructions have been provided on how to eliminate face-to-face installation of EMS.
15. A phone call from the transportation officer to the Agent shall replace a signature when dropping off a parolee at their destination.
16. The timeframe requirements on photo taking in attachment OP 06.03.101A "Photo Taking Guidelines" are currently suspended.

Parolee Substance Abuse Testing

The standard of six months with no positive alcohol or drug tests (and no refusals) and no arrests, or citations for drug or alcohol-related offenses will be reduced to three. After three months of sobriety, the Substance Abuse (SA) designation can be removed and testing thereafter will be at the discretion of the Agent. However, if at any time the parolee's behavior warrants reinstatement of the SA designation, it shall remain until the parolee has maintained sobriety for a term of three months and has completed any required SA programming.

Discharges and Paroles

All discharged prisoners and new parolees must be screened by Health Care staff including a COVID-19 nasal swab test and assessment for COVID-19 symptoms prior to release. They shall also be provided instruction on what to do if they become symptomatic.

INVESTIGATIONS

All COVID-19 related prisoner deaths shall be reviewed by the CMO and entered into AIM if the CMO and/or the Office of Executive Affairs Administrator determines that an investigation is necessary. If an investigation is necessary, Internal Affairs will complete the initial review and make the case IA Monitored. Those cases shall remain on hold until further notice.

VARIANCES

A variance may be used to temporarily or permanently change a specific policy requirement as set forth in PD 01.04.110 "Administrative Rules, Policies, and Procedures." This DOM allows a variance to also be used to temporarily or permanently change a specific statewide operating procedure requirement.

WORKING REMOTELY

All staff who have the ability to work remotely shall be required to do so, as approved by the Director or appropriate Deputy Director. Staff whose work location is at a facility shall be considered critical employees and are not permitted to work from home. Staff shall be permitted to take their work computers and any other supplies that are required for them to perform their duties outside of the office to work remotely. Staff working remotely are required to check their work e-mail, work voice mail, and shall be available by phone during business hours. Staff working remotely shall also keep a daily log of their activities, and the log shall be turned into their immediate supervisor at the end of the week.