



STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

GRETTCHEN WHITMER  
GOVERNOR

HEIDI E. WASHINGTON  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2022 – 21R14**

**EFFECTIVE:** Immediately

**DATE:** October 14, 2022

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Heidi E. Washington, Director

**SUBJECT:** COVID-19

**SUPERSEDES DOM 2022 – 21R13 (effective 09/02/2022)**

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. To the extent that language in this DOM has been removed, standard language from the applicable, policy directive, operating procedure, etc. shall apply. Staff should also consult the “Michigan Department of Corrections COVID-19 Preparedness and Response Plan,” “MDOC COVID-19 Guidelines,” and the “COVID PPE Protocol and Grid” for additional guidance related to their specific work areas.

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.

**GENERAL INFORMATION**

**MAXIMALLY VACCINATED INDIVIDUALS**

An individual is only considered up to date with COVID-19 vaccines (“maximally vaccinated”) if they have received all COVID-19 vaccine doses as recommended by the CDC, including any booster as necessary.

**SOCIAL DISTANCING**

All employees, prisoners, and contactors should socially distance, when possible.

### MILDLY SYMPTOMATIC

The following symptoms are considered “mild” symptoms of COVID-19: temperature 100.4 degrees Fahrenheit or below, nasal congestion, non-productive cough, tiredness, sore throat, headache, loss of taste or smell.

### CLOSE CONTACT

An individual who either (1) has been within 6 feet of a person who exhibits principal symptoms of or tests positive for COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period, or (2) having unprotected direct contact with infectious secretions or excretions of the person who exhibits principal symptoms of or tests positive for COVID-19.

### INDIVIDUALS WHO PREVIOUSLY TESTED POSITIVE

Testing is not required for any individual who has received a positive antigen or PCR COVID-19 test in the past 90 days, has subsequently recovered, and is either asymptomatic or has mild symptoms only.

### HOME ANTIGEN TESTS

Consistent with ongoing practice, at-home rapid antigen test results are not accepted for any purpose under this DOM.

## **STAFF WHO ARE NOT ASSIGNED TO WORK AT A CORRECTIONAL FACILITY**

While masks and facial coverings are no longer required in State of Michigan owned or leased buildings, staff who work in other buildings or facilities where there is a mask or facial covering requirement must abide by that building’s or facility’s guidance.

### HEALTH SCREENING

All staff are required to complete the COVID-19 screening that appears on their computer or mobile device when they log on each day. Additionally, the screening questions will be posted at the entrance of the building; staff will need to review the screening questions prior to swiping their State ID each day. If any staff member has any of the symptoms, they must not enter the building and should notify their supervisor.

Visitors will need to complete a paper COVID-19 health screening upon arrival to the building.

### PRELIMINARY BREATH TESTS

Staff performing Preliminary Breath Tests (PBTs) shall wear a KN95 Mask.

## **REPORTING CLOSE CONTACT, SYMPTOMS, OR COVID-19 POSITIVE TEST RESULT**

### Close Contacts

Anyone who has had a close contact (someone who was within 6 feet from a COVID-19 positive person, for a cumulative total of 15 minutes or more over a 24-hour period) with someone with COVID-19 must do the following:

1. Monitor for COVID-19 symptoms 10 days after last date of exposure.
2. Notify human resources if symptoms develop and follow the below protocol for symptomatic employees.
3. If tested and the results are positive for COVID-19, shall notify human resources of the results and follow the below protocol for COVID-19 positive employees.
4. Wear a well-fitting mask for 10 days past the date of last exposure.

#### Symptomatic Employees

Anyone who exhibits principal symptoms of COVID-19 should not report to work and should follow the normal call-in process. Additionally, they:

1. Must notify human resources.
2. Must quarantine for 10 days from the onset of symptoms and be 48 hours symptoms and fever free to return to work.
3. May return to work sooner if 24 hours symptom and fever free and received a negative COVID-19 test or an alternative diagnosis since symptoms began.
4. Wear a well-fitting mask when around others for 10 days from the onset of symptoms.

#### COVID-19 Positive Employees

COVID-19 Positive Employees must quarantine for at least five days from the onset of symptoms, or if asymptomatic, five days after the date of the COVID-19 positive test. Starting day 6, if an employee has gone 24 hours symptom and fever free they may return to in-person work if they wear a well-fitting mask through day 10.

### **STAFF WHO WORK IN CORRECTIONAL FACILITIES**

#### NEWLY HIRED STAFF

Newly hired staff will have a PCR test completed within 48 hours of their start date.

#### MASKS AND FACIAL COVERINGS

When required, a mask or a facial covering is an N95 respirator or other multi-layered breathable fabric that completely covers the nose and mouth (e.g., cloth mask, KN95), fitting snugly against the sides of the face shall be worn. A mask or facial covering shall cover an 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 if it fits snugly against the sides of the face.

Facial 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. Open-chin triangle bandanas are also not permitted.

Staff masks and facial coverings must be a state-issued or a personal mask or facial covering that is solid in

color. The mask or 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 or 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.

Consistent with direction from MIOSHA, staff may bring in and voluntarily use their own personal respirator (e.g., N95 masks) if a respirator is not otherwise required for their job duties. See MIOSHA attachment for additional information. If a respirator is required for any reason, then staff must be medically cleared and fit tested, and will be provided a state-issued respirator.

Facilities shall make masks or facial coverings available to staff and prisoners for use.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

MDOC supports adjusting mask and facial covering requirements based on community conditions. Based on current conditions, and in conjunction with guidance from MDHHS, MDOC is expiring the facility-wide mask or facial covering requirement. Unless otherwise specifically required by this DOM or other guidance, masks or facial coverings are no longer required to be worn.

While masks are no longer required for prisoners or staff in certain settings, MDOC strongly recommends all staff and prisoners continue wearing masks at all times, particularly for those individuals who may be at a higher risk of infection or who feel better protected when masked.

A KN95 mask or equivalent is required at all times in the following circumstances:

1. Prisoners while in health care clinics, including dental, unless removal of the mask is necessary for assessment or treatment.
2. Staff working in health care clinics, including dental, when working with prisoners. MDOC strongly recommends all staff wear a mask or facial covering when not in a patient encounter.
3. When transporting prisoners, all individuals while in the vehicle and as required by a third-party's guidance (e.g., hospital, courts).
4. Prisoners housed in an isolation or intake area.
5. Staff and prisoners while in the visiting room.
6. Staff performing temperature checks for COVID screening.

Full PPE, including a respirator, is required in the following circumstances:

1. Any procedure or treatment that creates respiratory droplets.
2. Staff working with COVID-positive prisoners, close contacts, or PUIs, or working in an isolation area.
3. Staff or prisoners handling laundry or used food service items from COVID-positive prisoners, close contacts, or PUIs.

4. Staff or prisoners cleaning areas with COVID-positive prisoners, close contacts, or PUIs.
5. Staff working in intake areas, when working with prisoners. MDOC strongly recommends all staff wear a mask or facial covering when not interacting with intake prisoners.
6. Staff performing swabbing for COVID screening.

#### REPORTING CLOSE CONTACT, SYMPTOMS, OR COVID-19 POSITIVE TEST RESULT

Any employee who tests positive for COVID-19, exhibits principal symptoms of COVID-19, or had a close contact must notify their Human Resources office.

#### Symptomatic and COVID-19 Positive Employees

Regardless of vaccination status, employees who exhibit principal symptoms of or test positive for COVID-19 must quarantine for 10 days from the onset of symptoms, or if asymptomatic, 10 days after the date of the COVID-19 positive test.

After 7 days, employees who tested positive for COVID-19 may return to work if they have no symptoms or symptoms are resolving, and they have received a negative test result within 48 hours before returning to work. Staff who have a fever shall remain off until 24 hours after the fever resolves without fever-reducing medication.

An employee who has exhibited principal symptoms of COVID-19 may return to work once they no longer have symptoms or symptoms are resolving, and they have received a negative test result within 48 hours before returning to work. Staff who have a fever shall remain off until 24 hours after the fever resolves without fever-reducing medication.

#### Contingency Staffing for Symptomatic and COVID-19 Positive Employees

Consistent with guidance from DHHS, as COVID-19 variants threaten the capacity and sustainability of critical infrastructure, correctional facilities with significant staffing shortages may request to implement the following guidelines related to “Contingency Staffing”:

- Regardless of vaccination status, staff who exhibit principal symptoms of or test positive for COVID-19 may return to work after 5 days if they have no symptoms or mild symptoms that are resolving.

When a significant staffing shortage is anticipated, the Warden may make a request to the appropriate Assistant Deputy Director (ADD) for a “Contingency Staffing” designation for employees who exhibit principal symptoms of or test positive for COVID-19. The ADD shall consult with the CFA Deputy Director, the Chief Medical Officer, and the Human Resources Director before approving the staffing designation.

Facilities with the “Contingency Staffing” designation for employees who exhibit principal symptoms of or test positive with COVID-19 shall be evaluated weekly to determine whether the designation warrants continuation.

### Close Contact Employees

Consistent with guidance from DHHS, all correctional facilities are anticipating staffing shortages and are approved to implement the following guidelines, which are consistent with a “Contingency Staffing” designation for Close Contact Employees:

Regardless of vaccination status, staff who had a close contact may continue working as long as they remain asymptomatic, and they complete daily testing and wear a KN95 mask, or equivalent, for 7 days from the date of exposure. If they develop symptoms or test positive for COVID-19, they shall follow the above protocol for symptomatic or COVID-19 positive employees.

If staff are unwilling to follow the above Close Contact protocol, they must remain off work for 10 days from the date of exposure. however, after 7 days, these employees may return to work if they have received a negative test result within 48 hours before returning to work.

Staff who are **not** maximally vaccinated and **continue** to reside with the person with whom they had a close contact must quarantine for the 10 days after the household resident developed symptoms (or if the household resident is asymptomatic, 10 days after the date of the COVID-19 test), **plus** their own 10-day quarantine period. however, once the employee is within their own 10-day quarantine period, they may return to work as long as they remain asymptomatic, and they complete daily rapid antigen testing and wear a KN95 mask, or equivalent, for 7 days from the date of exposure. If they develop symptoms or test positive for COVID-19, they shall follow the above protocol for symptomatic or COVID -19 positive employees.

### SCREENING OF INDIVIDUALS BEFORE ENTERING A FACILITY

All individuals shall be screened for potential signs and symptoms of COVID-19 before entering a correctional facility. 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.

### 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. 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.

Prisoners who are placed in an isolation area are eligible to receive Legal Writer Program services as set forth in PD 05.03.116 “Prisoners’ Access to the Courts.”

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. Prisoners are required to wear a KN95 mask or

equivalent while in isolation. 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 housed with COVID-19, PUI, or close contact prisoners 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 (e.g., N95 or other mask, a gown, eye protection, and powder-free nitrile gloves). Staff shall document in the logbook that appropriate PPE was provided to porters.

#### 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, 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. Prisoners are required to wear a KN95 mask or equivalent while in isolation.

#### PRISONER PERSONAL PROPERTY

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 the following personal property:

1. Keep on Person medication,
2. Medical equipment,
3. Legal property,
4. Radio, MP3 player, or cassette player,
5. Headphones or earbuds,
6. JPay tablet and power adaptor,
7. At least one leisure time book,
8. Typewriter, and

10. Religious property identified in Attachment A of PD 05.03.150 “Religious Beliefs and Practices of Prisoners.”

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.

INTAKE

County jails must test every prisoner being transferred into the Department’s custody within the 48 hours prior to intake and receive a negative test result. If test results are not received within the 48-hour window, county jails must contact the Department to request an exemption. County jails must contact the Department to schedule intake appointments.

If a prisoner tests positive for COVID-19, the Department shall not accept the transfer of the prisoner for 10 days following the positive test, or until the prisoner is no longer symptomatic, whichever comes later. Additionally, MDOC will pause intake from any county jail when the facility has two or more epidemiologically linked COVID-19 positive cases (staff or offenders) within the last 14 days. MDOC will resume accepting intake after 14 days have passed since the last COVID-19 positive case. Time may be increased if the local health authority declares the county jail to be in an outbreak status, in which case intake would resume once the health authority lifts the outbreak status and the MDOC criteria have been met. If a prisoner tests positive at any time during intake, the county jail shall be notified.

The Department may accept intake of prisoners even if the above criteria are met where the county jail and the Department agree on a specific intake protocol that may include limiting the intake suspension to certain physical plant locations and requiring serial antigen testing prior to accepting new intakes into the Department.

In every case, county jail staff must provide proof of all prisoner’s negative test results upon arrival at the facility. 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.

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. 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

Individuals must be socially distanced in the gate area, and facilities must post a sign noting the maximum allowed in the gate area at one time.

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.

To positively identify all persons traversing through the gates, the following process shall be followed.

1. Each facility will be required to have a clear shield that can be placed between the person traversing the gate and the gate officer (portable clear Lexan shield, handheld clear Lexan shield, or face shield).
2. All persons entering or exiting the gate will be required to hand their identification card, Non-Institutional Personnel Daily Pass (CAJ-588), or volunteer pass to the gate officer and step behind the shield.
3. After stepping behind the shield the person traversing the gate shall remove their mask long enough for the gate officer to positively identify them by matching their look with their identification card.
4. After the gate officer has made positive identification, the person traversing the gate will place their mask back on before moving from behind the shield.
5. The gate officer will then return the identification card, Non-Institutional Personnel Daily Pass (CAJ-588), or volunteer pass to the person traversing the gate and allow exit/entry as appropriate.
6. Hand sanitizer will be available at the gate for sanitizing after handling identification cards.

#### FACILITY MOVEMENT AND COHORTING RECOMMENDATIONS

Each facility shall have a written movement plan that includes how prisoner movement will be implemented to reduce the risk of infection transmission during the outbreak or unit quarantine. The movement plan shall identify how prisoners will complete movement to the yard, education, programming, and within food service.

#### 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. Mandatory overtime may be assigned using 100 percent of the shift seniority list for the departing shift on a rotational basis with approval of the CFA Deputy Director. If approved, mandatory overtime shall be tracked in accordance with DOM 2022-18R "Overtime Distribution Process for Security Unit Employees."

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

#### 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.

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 compressions per minute. 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.

### LAW LIBRARIES

Law libraries shall operate under the following conditions:

1. Individual prisoners will not be approved to use the law library if they are currently housed in a PUI, isolation unit, close contact isolation unit, or COVID-19 positive unit, but law library materials will continue to be made available to them.
2. If the law library is shut down for any reason, prisoners in general population may utilize the electronic law library (ELL) or receive law library materials in the same fashion as prisoners in segregation as set forth in PD 05.03.115 “Law Libraries.”

### IN-PERSON VISITS

All visitors, including a minor child’s parent or legal guardian, shall sign a liability waiver 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 7 days prior to the visit. A maximum of four 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 30 minutes before their scheduled visit. 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).

#### Number of Visits Allowed

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 that shall include a temperature check. In addition to the temperature check, all visitors are also required to pass the MDOC screening process for COVID-19 before entering the facility. If a scheduled visit does not take place due to the visitor 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.

Union representatives, the Legislative Corrections Ombudsman, and representatives from Disability Rights Michigan (DRM) shall complete the same screening process as other visitors.

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.

#### Photos

Visitors and prisoner are permitted to briefly remove their mask for the photo, and then put the mask back on immediately following the photo.

#### Accommodations for Deaf and/or Hard of Hearing Prisoners

Staff shall ensure deaf and/or hard of hearing prisoners are properly accommodated during in-person visits in accordance with PD 04.06.156 "Deaf and/or Hard of Hearing Prisoners." Clear masks shall be made available to visitors who are visiting a prisoner whose primary method of communication is lipreading. Clear masks shall be single use. Assisted listening devices shall be available in the visiting room and non-

contact visiting area and issued as necessary. A deaf and/or hard of hearing prisoner who cannot lipread and does not know sign language shall have their visit moved to a non-contact visiting area if they deem it necessary in order to effectively communicate. Deaf and/or hard of hearing prisoners whose visit is moved to a non-contact visiting area shall be permitted one embrace with their visitor at the beginning and end of each visit.

Note: Interpreters are not required to be provided for in-person visits.

### Restrictions for In-Person Visits

In-person visits may be restricted for the reasons set forth PD 05.03.140 “Prisoner Visiting” and for refusal to wear a mask, or refusal to properly wear a mask.

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.”

### 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.

A video visit does not count towards the number of in-person visits a prisoner is allowed. The maximum number of visits per month shall be:

- Level I – Four
- Level II – Three
- Level IV-General Population and Protection – Two
- Level V and STG I – Two
- Segregation and STG II – One

Video Visits will be permitted for up to 20 minutes. All requests to video visits must be processed no later than 48 hours prior and no earlier than 7 days prior to the requested video visit. All video visits will be paid for by the visitor using GTL. All “no show” visits will be counted towards the prisoner’s allowable number of visits. If a facility is unable to comply with the video visiting hours identified, or if programming or other facility activities conflicts with the periods given, an exception to the visiting hours must be sought from the CFA Deputy Director.

#### 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 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." If the restriction is upheld, the prisoner and/or visitor shall be placed on a 90-day visiting restriction for any violation above that does not contain an asterisk (\*). For violations that contain an asterisk, the prisoner and/or visitor shall be placed on a permanent visiting restriction. A prisoner and/or visitor may also be placed on a permanent visiting restriction if they have more than one violation of the violations that do not have an asterisk. A permanent visiting restriction may be removed as set forth in PD 05.03.140 "Prisoner Visiting."

NOTE: If a prisoner and/or visitor receives a visitor restriction for a video visit violation, they shall also be restricted from visiting in-person. Likewise, if a prisoner and/or visitor receives a visitor restriction for an in-person visit, they shall also be restricted from visiting via video.

#### HENRY FORD HEALTH SYSTEM AND MCLAREN HEALTH CARE

Given Henry Ford Health System's and McLaren Health Care's requirement that all regularly assigned staff who work in their facilities be vaccinated, anyone assigned to work in the Secure Unit at Henry Ford Allegiance Health or the Secure Unit at McLaren Greater Lansing Hospital must be fully vaccinated. Any other staff working in these facilities must wear appropriate PPE at all times and follow the facility's

screening protocols.

### CFA TRAINING

The “COVID-19: Keeping You Safe at Work” training is mandatory for all CFA staff and is available through the Civil Service Learning Center.

### 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.

### ATTACHMENTS

MIOSHA – Appendix D

## **MiOSHA Standard Part 451. Respiratory Protection**

### **Appendix D**

#### **Information for Employees Using Respirators When Not Required Under the Standard (Mandatory)**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]