



STATE OF MICHIGAN
DEPARTMENT OF CORRECTIONS
LANSING

GRETCHEN WHITMER
GOVERNOR

HEIDI E. WASHINGTON
DIRECTOR

DIRECTOR'S OFFICE MEMORANDUM 2021 - 26R11

EFFECTIVE: Immediately

DATE: November 19, 2021

TO: Executive Policy Team
Administrative Management Team
Wardens

FROM: Heidi E. Washington, Director

SUBJECT: COVID-19

SUPERSEDES DOM 2021 - 26R10 (effective 10/11/2021)

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.

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

FULLY VACCINATED INDIVIDUALS

An individual is considered fully vaccinated for COVID-19 when more than two weeks have passed after they have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna), or when more than two weeks have passed after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen).

MASKS AND FACIAL COVERINGS

A mask or a facial covering is an N95/KN95/KN94 respirator or other multi-layered breathable fabric that completely covers the nose and mouth, 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 or KN95 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.

While the Office of the State Employer issued guidance about masks to state agencies, the MDOC has elected to require masks at all times indoors, including in enclosed offices and cubicles. Staff are not required to wear a mask or facial covering while they are eating or drinking.

TRAVEL RESTRICTIONS

All domestic and international business travel should be delayed until employees are fully vaccinated.

STAFF WHO ARE NOT ASSIGNED TO WORK AT A CORRECTIONAL FACILITY

All employees, staff, and contactors who do not work at a correctional facility are required to maintain six feet of distance from others and to wear face masks indoors while in State facilities and in State vehicles with other passengers. Staff are also required to wear a face mask outdoors if their assignment prevents them from maintaining six feet of distance from others. The following individuals are exempt from the requirement of this policy:

1. Individuals who have received an authorized accommodation exempting them from the requirement.
2. Individuals who are deaf, deafblind, hard of hearing or otherwise disabled or who are communicating with someone who is deaf, deafblind, hard of hearing or otherwise disabled, and where the ability to see the mouth is essential to communication; and
3. Individuals who enter a building or receive services and are asked to temporarily remove a face mask for identification purposes.

TRAINING

All training shall be conducted virtually unless otherwise indicated.

The “COVID-19: Keeping You Safe at Work” training is mandatory for all staff. Staff not assigned to work at a correctional facility are required to successfully complete the training prior to their return to the office. The training is available through the State of Michigan Learning Center.

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.

If an employee is not vaccinated or prefers not to answer and has traveled internationally in the past 10 days, they are not to physically return to the workplace. They must complete a post travel 10-day self-quarantine. It is possible to reduce the post travel self-quarantine to 7 days if they have a negative viral test 3-5 days after travel.

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

CLEANING AND SANITIZING

Staff are responsible for cleaning their workspace and any time they use shared surfaces/equipment after each use (e.g., copiers, kitchen appliances, conference room tables).

WORKING REMOTELY

Staff who are approved to work remotely shall be permitted to take their work computers and approved 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.

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. Reinstatements will be expedited.

7. Oral swabs have been purchased for substance abuse testing.
8. Instructions have been provided on how to eliminate face-to-face installation of EMS.

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 quarantine for 14 days **after their last exposure** to the COVID-19 positive person, except if they meet the following conditions:

Someone who has been **fully vaccinated**, provides proof of vaccination status to human resources, and shows no symptoms of COVID-19 does not need to quarantine. However, fully vaccinated close contacts must:

1. Monitor for COVID-19 symptoms 14 days after last date of exposure.
2. Notify human resources if symptoms develop and isolate for 10 days from onset of symptoms immediately if symptoms develop.
3. If tested and the results are positive for COVID-19, shall notify human resources of the results and will be required to isolate from work for 10 days after the onset of symptoms, or if asymptomatic 10 days after the date of the COVID-19 positive test.

Note: Employees who reside with a COVID-19 positive person will be required to quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation (up to 24 days). If the household resident is suspected of having COVID-19 and returns a negative PCR or rapid antigen test, the close contact will be allowed to return to work prior to the 14-day quarantine period as long as the close contact remains asymptomatic.

Someone who has tested positive for COVID-19 within the previous 90 days **and** has subsequently recovered **and** remains without COVID-19 symptoms does not need to quarantine. However, close contacts with prior COVID-19 infection in the previous 90 days should:

1. Monitor for COVID-19 symptoms.
2. Notify human resources and isolate immediately if symptoms develop.
3. Consult with a healthcare professional for testing recommendations if new symptoms develop.

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 sooner if 24 hours symptom and fever free and provide a negative COVID-19 test to human resources.

COVID-19 Positive Employees

COVID-19 Positive Employees must quarantine for 10 days from the onset of symptoms, or if asymptomatic, 10 days after the date of the COVID-19 positive test, and be 24 hours symptom and fever free to return to work.

STAFF WHO WORK IN CORRECTIONAL FACILITIES

NEWLY HIRED STAFF

Newly hired staff will have a PCR or antigen test completed within 72 hours of their start date.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

At a minimum, all individuals in a correctional facility, on facility grounds shall always wear a mask or facial covering unless otherwise indicated. Staff are not required to wear a mask or facial covering while they are eating, drinking, or while outside.

Consistent with MIOSHA regulations, personal N95 masks are not allowed to be worn by staff; only state-issued N95 masks may be worn in correctional facilities, if required.

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

Even though masks are no longer required outside, all individuals must still maintain social distancing when outside.

Required PPE shall be worn by staff and contractors 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 or contractor 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 shall wear powder-free nitrile gloves when handling any mail.

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

Close Contacts

For an employee who is a close contact of a confirmed or suspected COVID-19 positive individual but does not reside with the confirmed/suspected positive individual, the close contact employee may be allowed to work but must follow the Remain/Return to Work Protocol.

If a Close Contact is not willing to follow the below protocol, they will be required to quarantine from work for 14 days from their last contact with a confirmed or suspected COVID-19 positive individual. Once 14 days has been completed, the employee will be allowed to return to work as long as they are asymptomatic and tested before returning to work. Asymptomatic would be defined as the absence of the principal symptoms of COVID-19.

If an employee resides in the same household as the COVID-19 positive individual or suspected COVID-19 positive individual:

1. If the employee has completed a full vaccination series (2 doses of Moderna/Pfizer, 1 dose of Johnson/Johnson) and it has been 2 weeks since completion of the vaccine, the employee will be allowed to work but must follow the Remain/Return to Work for Critical Infrastructure/Essential Workers protocol.
2. If the employee has not completed the full vaccination series and continues to reside with the suspected or positive COVID-19 individual, or is unwilling to follow the outlined protocol, they will not be allowed to participate in the Remain/Return to Work Protocol.
3. The employee will quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation (up to 24 days). If the household resident is suspected of having COVID-19 and returns a negative PCR or rapid antigen test, the close contact will be allowed to return to work prior to the 14-day quarantine period as long as the close contact remains asymptomatic.

COVID-19 Positive Employees

When an individual tests positive for COVID-19, the employee will be sent home/asked to stay at home until the following are met:

1. 10 days has passed since symptom onset, or if unknown, since the positive test;
2. The employee has been fever-free for 24 hours without fever reducing medications;
3. Other symptoms have improved.

If an employee is unable to enter a facility to work based on a positive symptom screening using the MDOC staff screening form, the employee will be sent home for 10 days and must be symptom and fever free for 24 hours without the use of fever reducing medications prior to returning to work. If a COVID-19 test is completed during the isolation period and returns negative, the employee may return to work prior to the 10-day isolation period, but must be asymptomatic. The employee may elect not to be tested to shorten the isolation period but must be tested prior to returning to work.

Remain/Return to Work Protocol

For 14 days from an employee's last contact with a confirmed or suspected COVID-19 positive individual, an employee who has not completed the full vaccination series will be required to do the following:

1. Every day upon entering the lobby: (1) screen for COVID-19 symptoms, (2) complete a temperature check, and (3) complete a BinaxNow rapid antigen test.
2. Screen for COVID-19 symptoms and complete a temperature check at the end of their shift.
3. Screen for COVID-19 symptoms and complete temperature checks twice daily on their days off.
4. Wear a surgical mask at all times during their shift.
5. Socially distance and clean and disinfect any work surfaces or shared equipment.

For 14 days from an employee's last contact with a confirmed or suspected COVID-19 positive individual, an employee who has completed a full vaccination series will be required to do the following:

1. Every day upon entering the lobby: (1) screen for COVID-19 symptoms, (2) complete a temperature check.
2. Provide proof of vaccination to a member of human resources.
3. Complete a BinaxNow rapid antigen test one time seven days after the last close contact. This applies to staff that are not residing with a suspected or COVID-19 positive individual.
4. If the employee has a continuing exposure by residing with close contact, they will be required to test daily for 14 days after the last close contact of the positive individual (up to 24 days).
5. Screen for COVID-19 symptoms and complete a temperature check at the end of their shift.
6. Screen for COVID-19 symptoms and complete temperature checks twice daily on their days off.
7. Wear a surgical mask at all times during their shift.
8. Socially distance and clean and disinfect any work surfaces or shared equipment.

Workers are required to follow the directions of their local health department.

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.

SOCIAL DISTANCING

In accordance with CDC guidance, social distancing recommendations shall be followed at all times,

including programing, classrooms, chow lines, staff screenings, etc., unless otherwise indicated below. This means that there shall be a distance of at least six feet between all individuals even when outside. 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.

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.

TESTING CLOSE CONTACTS

Unvaccinated/not fully vaccinated patients will be tested (PCR or rapid antigen) on day 1. The patient will be tested on day 7 and day 14 if the PUI returns a positive test. If the PUI returns a negative PCR test and the close contact is asymptomatic, isolation/quarantine can be discontinued.

If a rapid antigen test is completed on day 1, a repeat test should be completed after 24 hours. If the test is negative, repeat testing shall take place on day 7 and day 14. If a rapid antigen test is used for day 14 testing, a repeat negative result is required on day 15 prior to release from quarantine. Any testing done prior to day 14 of quarantine will not qualify for day 14 testing.

Fully vaccinated patients who are asymptomatic will be tested one time based on the known or suspected exposure. The patient will be tested 7 days following the close contact exposure. If negative, no additional testing is needed.

If an antigen test is used for the day 7 test, a second test must be completed after 24 hours.

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 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.

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.

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. 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. However, the Department may accept transfer of the prisoner where the transferring entity and the Department agree that the transferring entity would be unable to properly isolate the prisoner. 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. 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.

ASSIGNMENT OF STAFF

Staff shall be reassigned as necessary to meet the needs of the facility or the Department. Staff whose work location is at a facility shall be considered critical employees and are not permitted to work from home.

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. 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).

FACILITY MOVEMENT AND COHORTING RECOMMENDATIONS

Each facility shall have a written infection control plan that includes how cohorting and prisoner movement will be implemented to reduce the risk of infection transmission. The movement plan shall identify how units will be cohorted for movement to the yard, school, programming, and food service. The plan shall also include seating capacity within the dining hall.

If a facility is on outbreak status, only one unit shall be allowed to move at a time, unless approval has been given for two units to move at the same time. If two units are given approval to move at the same time, it shall be the same two units moving together on daily basis.

If a facility has a positive case identified, the facility movement plan shall be reviewed as part of the clinical review. At that time, a determination shall be made if changes to the movement plan are necessary.

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 have an antigen test completed immediately and complete the COVID-19 prisoner screening tool and PCR testing on their first day. The antigen test may be completed by any trained individual (e.g., custody staff, non-custody staff, Health Care staff, etc.). A prisoner may self-swab for the antigen test if they have been educated on the appropriate technique. If a prisoner self-swabs, a staff member with knowledge of the swabbing process shall directly observe the prisoner to ensure the proper swabbing technique was utilized. After the initial swab, prisoners shall not have any further involvement in the testing process. 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 or antigen test 72 hours prior to transferring to their home location.

Note: Level V prisoners; patients in infirmaries; those with recent self-injurious behaviors; ASRP, RTP, and psychiatric inpatient levels of care; and those who have a medical or mental health condition that causes impairment limiting their ability to complete a self-swab shall not be permitted to self-swab. These swabs must be completed by a trained individual.

2. All prisoners going out on a writ will complete the COVID-19 prisoner screening tool and PCR or antigen testing prior to the writ release. A single, negative PCR test or antigen test is required within 72 hours before 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 or antigen testing and serology testing prior to transferring to SAI. 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 antigen test within 72 hours of transferring.
 - 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 or antigen test within the past 90 days, testing is not required.
 - e. If a prisoner refuses PCR or antigen testing, they will be isolated at receiving facility for 14 days.
 - f. During an urgent transfer when PCR or antigen 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 antigen test within 72 hours of 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 for prisoners that have not tested positive in the last 90 days, regardless of vaccination status:

:

- a. A prisoner must receive a single, negative PCR test or antigen test within 72 hours prior to parole/discharge and be offered a voluntary serology test. 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 or antigen 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 programs shall operate in accordance with the approved plan for each facility. This includes core programs operated by outside contractors (e.g., ASAT and (Phase II)). Any changes to these plans or stoppage in programming, other than temporary stoppage to conduct testing, must be 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.

RELIGIOUS SERVICES

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.

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. 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.
3. 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.
4. ELL equipment and law library tables must be sanitized after every use.
5. 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. Gate pass prisoners who are not fully vaccinated and coming from a unit under quarantine, are required to complete surveillance testing, or if a facility outbreak has been declared, they must complete an antigen test prior to the start of their shift.

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 AND FOOD SERVICE/FOOD TECH 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.

Food Service/Food Tech areas shall use MSI supplied Quaternary Ammonia products for sanitizing. No bleach is to be used in Food Service/Food Tech areas, and no Quaternary Ammonia is to be used outside of Food Service/Food Tech areas.

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 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.

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 at facilities on outbreak status. 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. Construction projects shall be reviewed and approved by the BOA and CFA Deputy Directors.

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, shall sign a liability waiver and have an antigen test before an in-person visit takes place. Additionally, all prisoners shall have an antigen test administered by trained staff prior to the visit. 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 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).

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 that shall include a temperature check and a antigen 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 a antigen test by swabbing themselves. Prisoners will have a 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.

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.

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. 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. Beginning November 30, 2021, visitors may also take a single photo with the prisoner during the visit, and they may have appropriate physical contact during the photo. The

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

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.

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.” The Warden shall document approved visits in writing, and shall determine who is allowed to visit, when the visit will occur (doesn’t have to be during normal visiting hours), and what the visitor will be allowed to have on them during the visit. Cell phones, cameras, and mobile devices with camera capability are prohibited during the visit. Visitors are required to follow all hospital-related protocols and shall be searched prior to the visit. The visit may be disallowed or terminated at any time if any of above conditions are violated.

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 other than as outlined above in the Visiting Room Operation section. 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.

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

Given Henry Ford Health System’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 must be fully vaccinated as of September 10, 2021. Any other staff working in a Henry Ford Health System facility must wear appropriate PPE at all times and follow all 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. Those cases shall remain on hold until further notice.

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]