

MICHIGAN DEPARTMENT OF CORRECTIONS

COVID-19 PREPAREDNESS PLAN

UPDATED: January 20, 2021

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

The Michigan Department of Corrections is committed to providing a safe and healthy workplace for all our staff, prisoners, visitors, vendors, and volunteers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. The departments goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our staff, prisoners, visitors, vendors, and volunteers. Only through this cooperative effort can we establish and maintain the safety and health of our staff, prisoners, and workplaces.

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

The department established workgroups that included staff from various areas in this process and the plan includes staff concerns, suggestions and feedback. The Michigan Department of Corrections COVID-19 Preparedness Plan is divided into three areas: office environment including Central Office and the Field Offices, Correctional Facility Operations, and Vendor/Contractor plan. The departments COVID-19 Preparedness Plan establishes the protocols, practices and conditions necessary to ensure compliance to the guidelines and standards established by the Centers for Disease Control and Prevention (CDC), Michigan Department of Health and Human Services (MDHHS), Federal Occupational Safety and Health Administration (OSHA), Michigan Occupational Safety and Health Administration (MIOSHA), and the Governor's latest Executive Directives, and addresses:

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

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

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

Certified by:

Signature on file

Heidi E. Washington, Director  
Michigan Department of Corrections

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

## General

[State of Michigan Executive Orders & Directives](#)

[MI Safe Start Plan](#)

[Michigan Department of Health and Human Services Epidemic Orders](#)

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

[OSHA COVID-19 Resources](#)

[Federal Occupational and Safety Health Administration](#)

[Michigan Occupational Health and Safety Administration](#)

[Handwashing video translated into multiple languages](#)

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

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

[COVID-19 MIOSHA Emergency Rules](#)

[COVID-19 MIOSHA Workplace Requirements for All Employers](#)

[MIOSHA Emergency Rules](#)

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

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

[MDHHS Gathering Prohibition and Face Covering Order](#)

[MDHHS Prison Staff Testing Order](#)

## Correctional Facilities and Detention Facilities

[CDC: Interim Guidance on Management of Coronavirus Disease 2019 \(COVID-19\) in Correctional and Detention Facilities](#)

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

## GENERAL

This Coronavirus/COVID-19 Preparedness and Response Plan has been established for the Michigan Department of Corrections in accordance with the Governor's latest Executive Directives, MIOSHA Emergency Rules, DHHS Epidemic Orders, and CDC guidance. This plan shall minimally be made available to employees via the Michigan Department of Correction's internet and upon request. The Michigan Department of Corrections does not plan to transition its employees back to the office in the immediate future and this plan may be further expanded and developed in collaboration with staff and building management. The purpose of this program is to minimize or eliminate employee exposure to COVID-19. Questions about this plan should be directed to the Human Resources Director.

### A. COMMUNICATION METHODS

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

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

### B. ESP CONTACT INFORMATION

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

The MDOC Wellness Team can be reached at: **MDOC-Wellness@michigan.gov**

*Office: 517.335.0570*

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

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

### C. COMPLIANCE RESOLUTION PROTOCOLS

Supervisors are responsible to ensure that their staff acknowledge the requirements of return to work guidelines and that they adhere to them. Supervisors shall cover requirements through their team meetings. For each worksite there will be a person(s) designated to receive complaints/concerns that return to work protocols are not being followed. The name and contact information of the designated on site person(s) will be posted at each worksite.

## EXPOSURE DETERMINATION

The MDOC Safety Coordinator has evaluated routine and reasonably anticipated tasks and procedures for all employees utilizing the Occupational Risk Pyramid to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. The exposure determinations are listed in each section of this plan.

# Exposure Determination

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- Evaluate routine & reasonably anticipated tasks/procedures to determine actual OR reasonably anticipated exposures to SARS-CoV-2
- Categorize tasks/procedures into the following risk categories:
  - Lower Exposure Risk
  - Medium Exposure Risk
  - High Exposure Risk
  - Very High Exposure Risk
- Use OSHA guidance for additional resources for exposure determination
  - [Guidance on Preparing Workplaces for COVID-19](#)
  - [COVID-19 Hazard Recognition](#)

**Occupational Risk Pyramid  
for COVID-19**



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## Lower Exposure Risk

- Social Distancing
- Frequent Hand Washing
- 2-Ply Cloth Face Covering
- Tasks do not require contact with people known or suspected of being infected with SARS-CoV-2
- Tasks do not have frequent close contact with the public
- Workers have minimal occupational contact with coworkers and the public

## Medium Exposure Risk

- Social Distancing
- Frequent Hand Washing
- 2-Ply Cloth Face Covering
- Gloves are needed depending on specific duties
- Tasks require frequent or close contact with people who may be infected with SARS-CoV-2, but who are not a known/suspected COVID-19 patient
- In areas with ongoing community transmission, workers that have contact with the public (schools, high-population-density work environments, high-volume retail settings)
- In areas without ongoing community transmission, workers that have frequent contact with travelers from areas with ongoing community transmission

## High Exposure Risk

- Social Distancing
- Frequent Hand Washing
- Surgical Mask
- Gloves - Gloves can be removed when employee is performing office duties (typing, filing, writing, etc.)
- Eye Protection – Eye protection can be Face Shield or Goggles (Personal eyewear is not an acceptable PPE)
- Impermeable Gown/Coveralls

- Tasks with high potential for exposure to known or suspected sources of COVID-19
- Very High Exposure Risk
- Social Distancing
  - Frequent Hand Washing
  - Particulate Respirator (N95/KN95) – Must be Fit Tested in exact Make/Model Particulate Mask
  - Gloves - Gloves can be removed when employee is performing office duties (typing, filing, writing, etc.)
  - Eye Protection – Eye protection can be Face Shield or Goggles (Personal eyewear is not an acceptable PPE)
  - Impermeable Gown/Coveralls
  - Tasks with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures

## ENGINEERING AND ADMINISTRATIVE CONTROLS

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

- Air handling filter upgrades
- Sneeze guards
- Partitions
- Touchless faucets
- Touchless toilets
- Timing of work shifts
- Limiting workers in a space
- Signage
- Face coverings

## HAND HYGIENE

Frequent handwashing for 20 seconds or more with soap and water and/or use of alcohol-based hand sanitizer, will be available to all staff, especially after touching frequently used items or surfaces. Staff will be reminded to avoid touching their face. Staff will be reminded to sneeze or cough into a tissue, or the inside of their elbow. Staff will be reminded to frequently disinfect commonly used items and surfaces. Signage will be placed throughout the building reminding people of good hygiene practices.

## DISINFECTION OF ENVIRONMENTAL SURFACES

The Department of Corrections has increased facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (i.e., door handles), paying special attention to

parts, products, and shared equipment such as copy machines and vehicles. Cleaning supplies have been made available to employees upon entry and at the worksite. The cleaning and sanitizing procedures for the department are spelled out in each area of this plan.

## SAFE START TEAM, THE RETURN TO WORK TASK FORCE AND THE BUSINESS RECOVERY/QUALITY ASSURANCE TEAMS

The MDOC has established an internal team comprised of an Assistant Deputy Director of Correctional Facilities, Assistant Deputy Director of Field Operations, the Environmental Health and Fire Safety Manager, and a Physician Assistant in Healthcare. This team will be periodically reviewing the agency's COVID-19 "Safely Returning Employees to the Workplace Plan." Through this review, the team shall identify lessons learned, best practices, and improvement needs stemming from agency communications, engineering and administrative work practice controls, and personal protective equipment used during the pandemic. This information will be shared with Director Washington to enhance the agency's Continuity of Operations (COOP) Plan; this information shall also be shared with OSE.

### A. TRAVEL RESTRICTIONS/GUIDELINES

If teleconferencing/other electronic meeting is not feasible and travel is necessary, employees shall limit the number of people traveling together in a vehicle to the extent feasible. If more than one person must travel in a vehicle masks must be worn.

If travel is required and a state vehicle is used, staff will be responsible to ensure that they properly sanitize the state vehicle after their travel and document that they did. The vehicle travel log will be updated to include appropriate space for documenting sanitization. Disinfecting wipes will be available to wipe high touch areas of state vehicles. High touch areas of vehicles include:

- Keys
- Steering wheel
- Gear shift
- Console
- Door handles (interior and exterior)
- Arm rests
- Seatbelt hardware
- Power window/lock buttons
- Seat adjuster buttons/knobs
- Radios
- Gas/Parking Ramp Cards
- Vehicle log (until this is made electronic)

There will be instructions within each state vehicle explaining requirements for proper sanitization.

## GATHERINGS AND RETURNS TO THE WORKPLACE, AND THE RELATED AUTHORIZATION PROCESS

The department is not allowing any in person gatherings or events. The department will develop a policy in the event a gathering is requested in the future. MDOC is seeking clarification related to prison operations, critical functions in central office as these areas have never stopped operations.

The officer academies have received approval to continue so they too are not considered gatherings needing this approval.

## HEALTH SURVEILLANCE

Upon an employee's return to their workplace, they will be required to participate in daily health screenings. These health screenings are typically comprised of COVID-related questions about symptoms, testing positive, and submitting to a temperature reading. Employees exhibiting signs of illness or having a fever of 100.4 or above will not be permitted into the building. These health screenings can occur through one or more ways (e.g., completion of a questionnaire; attest they are fever and symptom-free each time they login to their state-issued electronic devices (e.g., computers, notebooks, tablets, cell phones, etc.) or swipe their employee identification badge/access card to enter restricted areas (e.g., parking lot, buildings, rooms, locked storage areas, etc.); or some other alternative method (e.g., MI Symptoms app, etc.). All alternative health surveillance methods and processes MUST be approved by OSE prior to implementation.

Employees and members of the public seeking entry into Department of Corrections buildings, to include Field offices, Central office, the Electronic Monitoring Center, Correctional Facilities, and Regional offices will be required to complete the COVID Staff Screening Form. There will be forms at the entrance of all MDOC Correctional Facilities and leased buildings. Employees working in County buildings will follow the requirements of the County for entrance into the building and MDOC forms will be at the entrance of their work area. The signage will be at the entrance and on the monitors, if available, in the lobby of screening requirements. After an individual has completed the self-assessment and determines they do not have any of the identified symptoms or the criteria to prevent entry into the building, they will have their temperature taken. Thermometers will be available for individuals to self-administer the screening. The department continues to research alternatives or options for temperature screening.

### A. FEELING SICK AND WORK-RELATED POST EXPOSURE EVALUATION AND FOLLOW-UP

Employees should conduct a self-assessment, stay home, and contact their immediate supervisor and healthcare provider if they have a fever, cough, or other symptoms, or believe they might have COVID-19. Employees should contact their Human Resources Director if they, a family member, or someone they live with tests positive for COVID-19 so they can trace and monitor others with whom they have been in close contact while at work. The evaluation of a work-related exposure incident, follow up, and coordination of proper cleaning and disinfecting activities will be conducted by Human Resources.

### B. HANDLING SOMEONE WHO BECOMES SICK

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



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

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

### C. TESTING REQUIREMENTS

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

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

### D. CRITICAL INFRASTRUCTURE/ESSENTIAL WORKERS

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

### PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. All employees who are medically able are required to wear a nonmedical cloth face covering in

accordance with CDC guidance when at Michigan Department of Corrections buildings/locations, etc. All Michigan Department of Corrections employees will be provided two reusable nonmedical cloth face coverings and instructed on how to properly wash them. Employees may provide and use their own masks if they are approved; completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Neck gaiter-style face coverings that are 2 layer and completely cover the mouth, nose, and chin are allowed. Employees must wear a state-issued mask or mask/facial covering that is solid in color. The mask/facial covering may have an edge that is a different color than the face of the mask, but the edge must also be a solid color. The mask/facial covering may contain the employee's proper name (no nicknames) and the name of the facility and/or Department. The Department emblem, the American flag, and their bargaining unit representative's logo are also permissible. Visitors to the Michigan Department of Corrections buildings/locations will be provided a disposable mask. Face coverings or masks that incorporate a valve or other openings, holes, or visible gaps in the design or material to facilitate easy exhaling are NOT sufficient face coverings because they allow respiratory droplets to be released into the air. Open-chin triangle bandanas are not allowed. Face coverings are to be worn when employees cannot consistently maintain 6' of separation from other individuals whenever in shared spaces (e.g., in-person meetings, hallways, restrooms, breakrooms, elevators, etc.). Employees who cannot consistently maintain 3' of separation from other individuals in the workplace should also consider wearing a face shield. Please contact your Human Resources Director or the agency Safety Coordinator with any questions. Employees who are medically unable to wear a cloth face covering MUST contact the agency Reasonable Accommodation Coordinator to initiate the reasonable accommodation process. Reasonable accommodations are available to qualified applicants and employees with disabilities. Please contact the agency Reasonable Accommodation Coordinator with any questions. The MDOC Safety Coordinator has assessed the workplace and determined if hazards are present. Throughout our plan those areas where hazards have been identified are listed with the corresponding PPE. For additional information on Respirator or other PPE use, please see the Occupational Safety & Health Manual on DAS and the MDOC intranet.

All individuals working at a Correctional Facility or a Michigan Department of Corrections office building must wear a mask or face covering at all times.

## A. SOCIAL DISTANCING PLANS

Employees should maximize physical distance from others in the workplace. Six-foot distancing will be observed in all areas of the building. Tape or other visible means will be used to mark six-foot distances where practical. Staff who need to have meetings, need to utilize online technology as the use of conference rooms will be limited. Conference rooms have signage posted to accommodate social distancing and maximum capacity. Excess chairs and furnishings have been removed in order to enforce capacity limitations.

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

Employees should report to their workstation and not traverse throughout the building unnecessarily. Increased distancing between employees will take place by spreading out

workspaces, staggering workspace usage, restricting non-essential common space (e.g. cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings).

The number of individuals in Common areas (e.g., lobby, concession, elevators, conference rooms, kitchenettes) should be limited to what is reasonable to accommodate six-foot social distancing. There will be appropriate signage posted on elevators to inform of maximum occupancy.

The department continues to evaluate office settings where workstations do not allow appropriate social distancing. The MDOC has identified critical job functions where the employee must report to work and job functions/positions that can continue to utilize telework options or modified scheduling or some combination of both.

## TRAINING

COVID-19 Keeping You Safe at Work. This is an Office of State Employer provided training and is on the State of Michigan Learning Center. This training is intended to be completed just prior to an employee's return to their pre-COVID assigned workplace to ensure they receive the latest information and guidance.

The departments training division is also in the process of developing a computer-based training module for staff concerning appropriate safety guidelines to be followed when returning to work. Supervisors are responsible for reviewing the information with their staff to make sure they understand the safety guidelines and to answer any questions they may have. The training will include at least the following:

- Routes by which the virus causing COVID-19 is transmitted from person to person.
- Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Symptoms of COVID-19
- Steps the worker must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- Workplace infection control practices – which includes, but not limited to, how to properly wash hands, social distancing, health screen questions, office cleaning/sanitizing, policy highlights (DOM 2020-30R COVID-19) etc.
- Use of personal protective equipment.
- Reporting protocol for unsafe working conditions.

## RECORDKEEPING

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

# **Office Environment Plan** **Including Central Office** **and Field Offices**

## **EXPOSURE DETERMINATION, ENGINEERING AND ADMINISTRATIVE CONTROLS**

The return to work order requires a risk assessment be completed for all assignments. The first step in assessing the positions and activities has been done by this Safe Start Team; identifying what risk does that activity pose; and, appropriate control measures to be implemented at the work site level – at a minimum threshold for that to resume.

Using the Exposure Determination outlined in the MIOSHA Emergency Rules for COVID-19, each assignment and activity were reviewed for risk, which ranged from Lower Risk to Very High Exposure Risk.

### **CENTRAL OFFICE STAFF**

Risk: Low  
Control Measure: PPE

Central office staff are at low risk as everyone entering the building will have their temperature taken and be provided PPE if they do not have their own.

### **PAROLE/PROBATION OFFICES**

Risk: Medium  
Control Measure: PPE

Staff working at Parole/Probation offices are at medium risk for possible contact with someone from the community that might have COVID-19.

## **CLEANING OF OFFICE BUILDINGS**

Department of Corrections employees will be responsible to ensure that their workspaces are cleaned and sanitized at least twice per day. For the Department of Corrections headquarters building, Grandview Plaza, and leased offices, in collaboration with DTMB Real Estate and CDC Guidelines, the cleaning protocol has been defined as two disinfectant cleanings of key touch points throughout the building, per day (e.g., lobby, elevators, entry/exit doors, bathrooms, conference rooms, concession, kitchenettes) Each floor will have a cupboard containing cleaning supplies available for all staff to clean/disinfect their personal work spaces.

We will ensure that bathrooms have soap for handwashing available as well as hand sanitizer. Staff should be mindful of social distancing in the bathrooms and adjust as needed. Disinfecting wipes will be available in bathrooms with signage asking staff to wipe off touch points such as faucets and doorknobs after use.

Cleaning supplies are available near the elevators on all floors of GVP. Each person that works daily in the building has supplies provided to them. Staff are responsible for cleaning shared equipment when they are done using it (i.e. copiers). Hand sanitizer is readily available for all employees at each work location.

## PRIORITY/CRITICAL SERVICES

Deputy Directors/Administrators have identified the tasks below as priority/critical duties, to assist in selecting the necessary personnel to begin the phasing in of workers. This list is not all inclusive and may be expanded by the Director/Deputy Directors as we move through the return phases.

- File pick up/exchange
- Financial processes (checks, invoices, lengthy reports)
- Grievance processing
- Mail processing, including legal mail
- Parole Board case prep/Parole board functions
- Parole release process
- Picking up equipment (cameras, hard drives, etc.)
- Processing disciplines, investigation materials
- Scanning/printing documents
- Jobs still requiring viewing and working with paper prisoner files

The agency is continuing to plan for telework/flex time and staggered schedules in areas where social distancing is not possible. Currently staff are not allowed entry into an office environment without prior approval from the Director/Deputy Director.

## STAFF SCHEDULING

The department will use a phased approach to reintegrating staff into the office.

### Phase 1 - Reintegration

Employees identified by their Director/Deputy Directors/Administrator as providing services that are work critical, and cannot be done remotely, will be the first to phase into the office. Those designated employees will receive a staggered return to work schedule from their supervisors ensuring that not all are arriving at the same time. Supervisors will consider spatial issues with cubicles and will stagger employee schedules accordingly. The remaining employees should continue to work remotely during this phase.

Supervisors should also consider alternate work schedules for employees who may have challenges with returning to the office as they rely on public transportation to get to the workplace or are responsible to care for a child if the school or place of care has been closed, or is unavailable due to COVID-19. Employees may contact HR for information regarding the leave benefits available through the Family First Coronavirus Response Act [Employee Guidance FFCRA.pdf](#).

When in the office, all individuals must maximize physical distance from others. Six-foot distancing should be observed in all workspaces and meetings. Tape or other visible markers will be used to mark six-foot distances where practical.

Before exiting Phase 1 and proceeding to Phase 2, the department will reevaluate criteria for (a) Readiness to progress to the next phase (b) Need to implement additional social distancing measures based upon resurgence of infections in the local community.

### Phase 2 - Expansion of Reintegration

During this phase, we will continue accommodations for employees already working in offices. Director/Deputy Directors/Administrators will evaluate the workforce that has continued working remotely and phase in their remaining employees, who can safely return, on a staggered schedule to the office.

When in the office, staff should continue to observe precautionary measures such as face coverings when social distancing is not possible. Six-foot spacing of individuals should continue in cubicle offices, hallways, conference rooms, common areas, etc. Tape or other visible markers should be used to mark six-foot distances where practical. Cleaning and disinfectant of exposed areas continues.

The department is ready to move to Phase 3 after a determination has been made that we are in the Post-Pandemic phase.

### Phase 3 - Post-Pandemic

Events and gatherings of all sizes can resume with new safety guidance and procedures in place. Social distancing rules are relaxed to permit larger events and better utilization of office space.

Hygiene practices such as proper handwashing and use of hand sanitizer should continue.

## INVENTORY OF STATE EQUIPMENT

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

# Correctional Facility Operations Plan

## INFORMATION

The purpose of this plan is to provide clear direction and timeline to correctional facility staff for the return to a new normal operation once the pandemic outbreak has subsided.

## PHASED RESTART PLAN

This plan will serve as a guide for each correctional facilities administration workplace to return to work and, be adjusted accordingly through each stage through post-pandemic.

This plan is separated in three separate phases: Phase I: Assessment and Preparation; Phase II: Return to Work and Activity; Phase III: Demobilize, Recover, and After-Action.

## REGIONAL REPORTING AREAS

Consistent with the Michigan Economic Recovery Council Reporting Regions, this plan has identified correctional facilities work locations in those respective regions for consistent reporting and transition.

- Region 1
  - Detroit Region
  - Woodland Center Correctional Facility
  - Women’s Huron Valley Correctional Facility
  - Detroit Detention Center
  - Detroit Reentry Center
  - Macomb Correctional Facility
  - Thumb Correctional Facility
- Region 2
  - Grand Rapids Region
  - Ionia Correctional Facility
  - Handlon Correctional Facility
  - Bellamy Creek Correctional Facility
  - Michigan Reformatory
  - Carson City Correctional
  - Brooks Correctional Facility
  - Muskegon Correctional Facility
- Region 3
  - Kalamazoo Region
  - Lakeland Correctional Facility
- Region 4
  - Saginaw Region
  - Saginaw Correctional Facility
- Region 5
  - Lansing Region
  - Saint Louis Correctional Facility
  - Central Michigan Correctional Facility
- Region 6
  - Traverse City Region
  - Oaks Correctional Facility
- Region 7
  - Jackson Region
  - Reception and Guidance Center
  - Cooper Street Correctional Facility
  - Cotton Correctional Facility

Region 8  
Gus Harrison Correctional Facility  
Parnall Correctional Facility  
Regional Business Office – South  
Upper Peninsula  
Kinross Correctional Facility  
Chippewa Correctional Facility  
Newberry Correctional Facility  
Alger Correctional Facility  
Marquette Branch Prison  
Baraga Correctional Facility  
Regional Business Office – North

## MICHIGAN SAFE START MAP

The Michigan Safe Start Map is a dashboard to monitor the status of COVID-19 indicators across the State of Michigan. The dashboard tracks and displays the current risk level of Michigan regions and counties due to COVID-19. As the dashboard identifies a stage for one of the eight regions above, Department Leadership will evaluate the respective facilities within that region for risk potential and consideration for a return to work as outlined. Each stage of transition has activities within the workplace and required control measures to remain compliant with measures to prevent the spread of the virus.

## RETURN TO WORK PHASES

### **PHASE I: ASSESSMENT AND PREPARATION**

Within Phase I, each Warden will be required to complete the following actions for their respective area.

## EXPOSURE DETERMINATION, ENGINEERING AND ADMINISTRATIVE CONTROLS

The return to work order requires a risk assessment be completed for all assignments. The first step in assessing the positions and activities has been done by the Safe Start Team identifying; what risk does that activity pose; what stage of transition it will be considered for resuming; and, appropriate control measures to be implemented at the work site level – at a minimum threshold for that to resume.

Using the Exposure Determination outlined in the MIOSHA Emergency Rules for COVID-19, each assignment and activity was reviewed for risk, which ranged from Lower Risk to Very High Exposure Risk.

Prior to requesting approval of the return to work for any employee or activity within a workplace, the Director must complete a certification of readiness for that specific location, in conjunction with the approved global return to work plan of action, using Appendix B: Certification Readiness to Return Employees to the Workplace as a guide. That certification will identify priority services for



the operation, operational requirements, percentage of staff or activities to return at each phase of the return to work, and an analysis of workspace and ability to implement social distancing and other mitigation strategies including a review of occupancy plans.

Lastly, this certification requires to ensure the following:

- Consider all activities based on the following:
  - Short-term (days)
  - Intermediate (weeks/months)
  - Long-term (months/years)
- Analysis of agency workspace and ability to implement social distancing and other mitigation strategies
- Review and adjust occupancy plan for workplace based on analysis
- Follow existing processes and procedures to modify workspaces taking into consideration special workspace needs.

## PREPARTION

### COVID COMPLIANCE ELEMENT / COMMUNICATION

Essential for effective communication, and adequate oversight for continued compliance with the COVID response protocols, each Warden will identify the Health Safety Committee be responsible for primary communication, ongoing evaluation and assessment, and updating the local response plan. That committee, chaired by the respective Deputy Warden or designee, will complete regular assessments of the control measures put into place and update the plan of action as appropriate with any new developments. The Health Safety Committee will work in collaboration with the Infection Control Committee and keep the Warden updated, as necessary.

#### Cleaning and Sanitizing

Primary to preparing a workplace to return to work and activity, each Warden will ensure cleaning and disinfecting supplies shall be made available for employees and prisoners to maintain their space and equipment sanitary.

Each facility will be required to complete a thorough sanitization. A detailed plan requiring a full sanitization of the entire facility two times daily where the space is being used will be required by the Warden, which includes both internal cleaning (use of prisoners and staff); and, the use of external vendors to complete a facility-wide cleaning. Staff are required to sanitize their workspaces twice per day/shift. Requests for contractual external vendors will be submitted through the Warden to the Deputy Director for approval.

The Warden will evaluate each housekeeping plan for necessary updates or corrections to include the requirements in both the CDC and State of Michigan recommendations.

#### Signage

All building and offices operated will continue to post and make available reference materials for staff and members of the public on the signs and symptoms of, preventing the spread of, importance of social distancing to prevent the spread of a virus, required PPE in accordance with CDC guidelines for the activity within that area, and how to report unsafe working conditions. Approved signage is

available in Attachment A, for both the CDC and State of Michigan. Signage will be required in the following locations:

- Bathrooms: Handwashing and spacing
- Breakrooms: Capacity, Safe Food handling; Handwashing
- Other sinks: Handwashing
- Hallways: Social distancing markings
- Conference Rooms: Capacity
- Public Spaces and Service Areas: Social distancing markings
- Workstations: Proper PPE instructions
- Throughout: Cover your cough; what to do if employee falls ill
- Elevator: Capacity to ensure social distancing

The Environmental Sanitarians will be consulted with, and if time permits, be scheduled to conduct an inspection to ensure compliance and evaluate the physical plant for standards prior to the facility being certified to allow for return to work or activities as outlined. The Regional Environmental Sanitarians will document their inspection and update their inspection and audit reports to include requirements and enhancements from this outbreak. The inspection process could begin immediately. Sanitarians are trained on PPE thoroughly and have created or been involved in creating the preventative measures taken by MDOC to date. They know how to don and use PPE, change it as needed and frequently, and to social distance.

#### Food Service Inspections

Food Service inspections and audits will continue with the Facility Manager and Food Service Directors. Inspections by the regional food service staff will continue under the supervision of Manager Weissenborn. By law food service needs an annual inspection by the Sanitarian. The Sanitarian will develop a plan for completion by the end of the calendar year.

#### Certification

Supervisor Checklist through their respective chain of command for approval.

#### COMMUNICATION / MESSAGING

Prior to the initiation of any return to work or activity, an approved message will be prepared and shared with employees, the representative unions, prisoners, and stakeholders alike. Those messages will include a summary of data being considered, the objective of this plan, the activities being allowed in the current stage or transition and expected timeline for return to normal operations. These messages should emphasize the importance of sanitation, social distancing; and contain the staff at the facility to report unsafe conditions.

#### **PHASE II: RETURN TO WORK AND ACTIVITY**

A combined list of activities conducted globally was reviewed. Each activity has been summarized with a risk level, proposed stage of return, and control measures necessary. The plan for a return to work and activity is dependent on the designation of that respective region on the stage of transition. Activities will be increased or decreased depending on any change in activity at the facility or within

the region.

Each location will be required to complete daily assessments to determine if that workplace continues to be compliant with the control measures. For consistency, each facility will be provided a spreadsheet which outlines each of the activities, risk assessment, and required minimum control measures. That worksheet will be provided once this plan is approved by leadership. Should the workplace transition up or down to a different risk, that summary will be updated immediately.

## USE OF TECHNOLOGY

Each Warden will work with their Human Resource Developer or Training Officer to educate and encourage all staff to use technology to conduct business, meetings, and appointments using web-based interfaces (e.g. Microsoft Teams, SharePoint, Yammer, Outlook, and OneDrive etc.) to minimize staff congregate settings to the extent possible. More information on choosing the right tool for each interaction can be located on the State of Michigan SharePoint, "[Choosing the Right Collaboration Tool](#)".

## INSPECTIONS

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Inspections are essential to evaluate the condition and potential risk for continued risk of COVID-19; however, also serve an essential function in preventing fire threats, improper chemical use, food borne illnesses, other outbreaks, and occupational safety.

Fire Safety Inspectors and Environmental Sanitarians are localized and do not travel large distances. They are MIOSHA level 1 trained and are aware of safety measures.

Annual inspections will resume when allowed regionally; and will require rescheduling to ensure all locations receive required annual inspection reports.

## AUDITS AND CONTRACT MONITORING VISITS

The facilities will resume with scheduled audits/site visits for Internal performance, Office of Auditor General, PREA, and Contract Monitoring utilizing virtual technology. Any onsite visits will require Deputy Director approval. The control measures for completing these will require, but not be limited to, the use of staff trained at the facility to complete necessary audits; and, the use of external auditors to complete the audits while reducing cross-contamination risks from different facilities when possible. Documents required for audit review can be shared electronically with the assigned reviewing staff to reduce in-person, congregate settings.

## PHYSICAL PLANT – MAINTENANCE

Risk: Medium  
Control Measure: Communications  
Engineered Controls

Administrative Controls  
PPE

The Physical Plant Superintendent will be required to complete an evaluation of projects and prioritize those for completion. During this assessment, an evaluation is required for additional physical barriers or other control measures necessary. Facility-based physical plant changes and projects will return to normal operations. All physical plant projects previously suspended projects outside the secure perimeter will be allowed to proceed with review and approval by Physical Plant Administrator and BOA and CFA Deputy Directors.

Under the supervision of the facility Physical Plant Superintendent, facilities will upgrade filters in HVAC Units at all facilities. Facility preventative maintenance schedules will require these be changed as recommended by the manufacturer. The Regional Environmental Sanitarians will be incorporated into a compliance inspection of these filters in their inspections and audit reports.

Prisoners detailed to maintenance assignments, will be screened and provided appropriate PPE before each shift by the workplace supervisor.

PHYSICAL PLANT – VENDOR REPAIRS

Risk: Medium  
Control Measure: Communications  
Administrative Controls  
PPE

The use of external vendors will be restricted to emergent repairs only, which exceed the capability or resources of assigned staff. Those repairs will require prior approval from the respective regional maintenance supervisor, Physical Plant Superintendent Ed Vallad and CFA Deputy Director.

Vendor repairs completed outside the secure perimeter, and with no prisoner contact could resume providing those do not require custodial escort.

Approved vendor repairs completed inside the secure perimeter will require the vendor to complete the required screening and be provided with appropriate PPE. A facility escort will be provided to ensure the vendor is practicing social distancing practices while completing the repair.

FOOD SERVICE

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Food Service has remained operational during this pandemic. As a workplace is authorized to return to other activities, the Food Services Director will be responsible to take the following actions.

- Evaluate the need for additional physical barriers (e.g. additional sneeze guards). Approval is required through the Physical Plant Division prior to installation.
- Complete a thorough cleaning of the entire area

- Implement a midnight shift cleaning schedule in addition to daily cleaning
- Implement a health screening for prisoners reporting for work in food service
- Enhance required attire for prisoners working in food service to include the wearing of an approved face mask while on assignment
- Replace ‘card-swipe’ style ID readers with an optical scanner
- Ensure sanitization occurs between each unit or seating cycle

In addition to the above, Food Service operations will be modified to minimize meal line participants. Rotation feeding will be slowed to prevent large congregate settings or back-ups. A review of the capacity within the dining area will be completed and seating reduced to allow for social distancing during meal lines.

Meal line rules will require detailed workers prepare a meal tray for every prisoner behind the sneeze guard including all items on the approved menu choice. That tray will be received at the end of the line with no self-service, substitutions, or exchanges being allowed over the sneeze guards.

An evaluation of current food service work rosters will be completed, and approved assignments reduced to minimize congregate settings. Facility Food Service Directors and Classification Directors will develop a work pool for the prisoner worker roster. This work pool will consist of workers that will be assigned once any kitchen assignment become available to avoid vacant positions. Sanitation assignments will be increased to accommodate continuous cleaning and sanitization. The housekeeping plan and work rules will be updated to include these changes.

## HEALTH CARE

Risk:	High
Control Measure:	Communications Engineered Controls Administrative Controls PPE

The HUM and Regional DON will be required to complete an assessment of the Health Care areas and offices.

An evaluation of medication lines being completed inside a restricted area. Medication line movement will have to be evaluated and enhanced to reduce the number of prisoners being on callout at any one time; and or moved to a larger dispensing area to prevent congregate settings.

Insulin line procedures will be evaluated to ensure physical barriers (e.g. plexiglass) are being used to practice social distancing. In the event engineered controls cannot be implemented, prisoners attending insulin lines will be required to remain outside the dispensing area while practicing social distancing. Prisoners actively receiving insulin will be restricted to one prisoner per table, which will be positioned no less than six feet apart.

The scheduling of clinical visits will require Health Care to schedule those – to the extent possible – by unit using incremental callout processes within OMNI. This will reduce congregate settings and reduce the risk of exposure between units.

The HUM and DON will complete an assessment of pending offsite visits and appointments. Those

will be triaged and placed into priority order for scheduling.

Encourage medical providers and community-based specialists to use Tele-Med for prisoner appointments whenever possible. This is essential while we resume healthcare scheduling with the estimated backlog.

Scheduling of offsite appointments will be in collaboration with the Infection Control Nurse and ACMO/CMO.

The current infusion committee is researching having infusions done at some ambulatory sites to help reduce the demand on offsite scheduling and DWHC.

### DENTAL SERVICES

Risk: High  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Since the nature of dental work is creating aerosols and working in the very close contact, Dr. Choi believes there will be a change in dental operation nationwide. Dental will need to complete and ongoing evaluation of the need to do the following:

- Continue the use of universal precaution, wear N95 mask, eye protection and a face shield for aerosol producing procedures.
- Schedule one patient per each time block if dental chairs in the clinic are located less than six feet of each other. For the clinic with dental chairs separated by 6 feet or greater, they can schedule multiple patients in each time block, but patient must wear mask in the clinic.
- Implement a screening process to include a temperature check and questionnaire.
- Limit all supplies in operatory to only those that are needed or can be disinfected or sterilized.
- Clinic assessments should occur between the Dentist and the Dental Director. A cleaning and disinfecting plan and a use of space plan will need to be created for all health care areas.

Dr. Choi continues to closely monitor the University of Michigan dental school as they are preparing for returning to the new normal. Once the school sets the new protocol, he will implement it as needed in the prison setting.

### MENTAL HEALTH

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

An area assessment should occur between the Unit Chief and Mental Health Director. A cleaning and disinfecting plan and a use of space plan will need to be created for all health care areas. The Physical Plant should be reviewed for the facility to determine if there are any additional spaces in the

units for satellite health care/mental health areas. Technology assessment (i.e. laptops or tablets) should occur to determine any needs if satellite clinics are used or if additional workspace is created in the health care clinics.

Use of tele psychiatry will continue to eliminate the need for in person appointments along with technology use (i.e. tablets/laptops).

An integrated care approach can be used with the MP and MH practitioners to have joint appointments to help alleviate the need for additional appointments.

Physical barriers (plexiglass shield) may need to be installed in office areas where prisoners are seen, but a six-foot distance cannot be maintained. MH Practitioners may need to use other examination/office areas to accommodate appointments if shields cannot be used.

An evaluation would be required for rooms previously used to facilitate group session. Group size would depend on the size of the room and the ability to accommodate social distancing. Disinfecting procedures post group would need to occur. Expanded hours of operation would be required to reduce the cohort capacity for each session to maximize social distancing.

### DWHC and INFIRMARIES

Risk:	Very High
Control Measure:	Communications Engineered Controls Administrative Controls PPE

The HUM and Regional DON or DWHC Administrator would be required to complete an assessment of the Health Care areas and offices. A cleaning and disinfecting plan and a use of space plan will need to be created for all health care areas.

An evaluation of medication lines being completed inside a restricted area will be completed. Medication line movement would have to be evaluated and enhanced to reduce the number of prisoners being on callout at any one time; and or moved to a larger dispensing area to prevent congregate settings. If a common water area is used for medication lines, to limit the number of prisoners touching the water source, a porter wearing PPEs should be employed to distribute the water to each prisoner as they approach the medication window.

Insulin line procedures would be evaluated to ensure physical barriers (plexiglass) are being used to practice social distancing.

Specialty Clinics at DWHC will need to be reviewed for scheduling and “holding” of prisoners in areas to ensure that timing allows for social distancing.

### EDUCATION – CORE PROGRAMS

The Warden shall work with the Principal and Program Centralization Unit to develop a schedule for education and core programming at the facility that maximizes the use of classroom and other teaching spaces consistent with social distancing practices. This process should include a consideration of the facility’s overall movement schedule, across all shifts, to maximize the number of uninterrupted programming time periods that eligible prisoners can participate in to expedite their completion of recommended programming. Changes to staff schedules shall be considered to

maximize offender contact time and efforts shall be made to create consistent schedules within the programming building to allow for effective sanitation.

Expanded hours of operation and staff adjusted work schedules may be required to increase scheduling while reducing the cohort capacity for each session to maximize social distancing. Facilities must review and adjust their classroom and other large spaces schedules to allow for social distancing while maximizing program enrollments.

### EDUCATION

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Education will include GED, Special Education, Vocational Education, Post-Secondary, Employment Readiness and Resume Workshop, Career Scope Assessment, Work Keys Assessment, and Vital Documents.

### PROGRAMMING – CORE

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Core Programs, including those facilitated by contractors must take priority over leisure time activities, special events, and all volunteer-based programs.

Allow Quality Assurance and Program Fidelity staff to resume entering facilities to monitor groups. This will be evaluated and approved by the department administrator.

### PROGRAMMING – SPECIAL EVENTS

Risk: Medium  
Control Measure: Communications  
Administrative Controls

As these are historically very large, volunteer-attended events, these will only presume after it has been determined we are post-pandemic. Callouts will be set up by units, to further keep housing units separated.

### INFORMATION DESK / LOBBY

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

The Administrative Lobby and Information Desk is the first point of contact with members of the



public. As such, all educational materials and required postings will be both posted and available for visitors to take.

An assessment will be required to reduce capacity in the lobby to remain compliant with the requirements of social distancing (e.g. reconfiguring or removing seating, plexiglass barriers for the officers, or partial partitions between rows of seats). Facilities should install non-permanent sneeze barriers (e.g. sneeze guards) at the area of the Information Desk where the officer workstation and public contact is primary. Approval for specific design or products will be approved through the Physical Plant Supervisor, Ed Vallad.

Each facility will ensure televisions in the lobby are continuously playing approved video/slide presentations of required postings and information as provided by the CDC and State of Michigan relative to COVID-19 during visiting hours.

The information Desk will maintain contact numbers for urgent contact with members of the Health Safety Committee to report unsafe conditions or circumstances.

### HOUSING UNITS

Risk: Medium regular or High for COVID Units  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Housing units should continue to maintain an adequate supply of cleaning supplies on hand; being issued to prisoners as needed; and a cleaning schedule to ensure sanitation throughout the unit. Prisoners should continue to receive cleaning supplies for cleaning of their rooms, living areas, and common areas alike. The approved cleaning supplies will continue to include bleach, in a ready-to-use dilution.

An evaluation of the capacity of each prisoner day or quiet room is required. Seating capacity should be reduced to comply with the requirements of social distancing to the extent possible within that specific physical plant design.

As population allows, prisoners should be reassigned bunks to allow for an overall reduction in those being assigned in bunk, dorm, or shared room settings.

### LEISURE TIME ACTIVITY

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls

Only after space is determined for Core and Elective programs, shall an evaluation be completed for determining which spaces shall be used for Leisure Time Activities. Each space will need to be measured to determine the appropriate number of offenders that can participate at any given time per the 6-foot social distancing guidelines (e.g. gym, weight pit, yoga, etc.). All extraneous equipment shall be removed from the space.

Leisure Time activities may continue after that activity has been evaluated for the ability to maintain social distancing requirements and necessary sanitation. Activities including the use of large or small

yard could continue. Activities including the use of confined spaces (e.g. weight pit, gym) will require administrative control measures to reduce call out sizes and sanitation, with communication prior to resuming.

Callouts shall be set up by units, to further keep housing units separated.

### VOLUNTEER SERVICES

Risk: Medium  
Control Measure: Communications  
Administrative Controls

Only after space is determined for Core and Elective programs, shall an evaluation be completed for determining which spaces shall be used for Volunteer Services.

Callouts shall be set up by units, to further keep housing units separated.

Volunteers will be screened for temperature prior to entering the facility gate and will be provided appropriate PPE prior to entering the facility. Volunteers will be required to complete and sign a screening form at the Information Desk at the time of registration.

Until the department has determined we are post-pandemic, volunteers will be restricted to providing services at one facility to prevent the possible spread of virus from one location to another. Each volunteer will be asked to identify which single facility they wish to provide services in an effort to reduce cross-contamination. Volunteers will return to providing services at multiple facilities only after the entire state has been declared to be post-pandemic and approved by leadership.

### LIBRARY

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Law Library continues to be available to prisoners, regardless of the risk level. The following measures will be required to return to activities using the Law and general library by call out.

- Legal research and ELL services (smaller numbers on callout, every other station will be used)
- Callouts set up by units, to further keep housing units separated
- Legal Writers will keep social distancing while working with prisoners and while wearing masks
- Priority to those with court ordered deadlines as determined by Librarian or Library tech
- Stations will be disinfected at the beginning of the session before prisoners are allowed to use area; each prisoner assigned to a station will disinfect their station and ELL prior to leaving the callout.
- Porter will continuously clean all chairs, doorknobs, doors, tables and copier machine in the Library

## MAILROOM

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

An assessment of the mail room will be required to evaluate the need for additional physical barriers to ensure social distancing. The mail room will be a restricted access area ensuring only those assigned to physically work in the mail room are allowed access.

All staff handling any mail will be required to wear PPE including gloves and eye protection while actively handling mail.

Facilities shall endeavor to process all incoming mail within two business days. A reasonable time shall be provided for incoming mail to sit prior to being handled by staff, understanding the mail requires timely processing.

Mail rooms will use mailboxes outside the working area of the mail room for staff to retrieve and deliver mail.

Additional guidelines will be provided to mail room staff reviewing JPay and other incoming messages for indicators of potential illness; and, required reporting processes with contact persons to report that information timely.

## RELIGIOUS SERVICES

Risk: Medium  
Control Measures: Communications  
Engineered Controls  
Administrative Controls  
PPE

### Primary Religious Services

Religious group sizes will be evaluated to ensure social distancing is maintained in the chapel and other rooms used to facilitate services. The use of technology, e.g. video services, will continue to the extent resources allow.

Detailed prisoner porters will disinfect the entire area prior to and after each service.

### Stages 1-3

Primary services will continue to only be using religious programming broadcast through in-house channels and what Buford Cable provides. Chaplains will provide religious schedules for the in-house broadcasting. Chaplain's and Special Acts Coordinator will seek religious programming for all services held at their respected facilities.

### Stage 4-5

We will evaluate the abilities and needs of each facility as it relates to COVID-19. Primary religious

services will begin small primary services practicing social distancing when gathered in groups. We will create more services to allow smaller group sizes, which may require expanding hour of operations and using more resources. All attendees will require face masks. We will continue to examine ways to expand technology to provide live video services and continue using Shared Drive religious programming as needed.

#### Stage 6

Primary services will begin bringing back religious volunteers who had been providing services. If a volunteer needs to change facilities, a 14 -day waiting period will be required before they can volunteer at new facility. Religious services should be expanding numbers of attendees. Social distancing measure will continue to be required, when gathering in groups.

#### Secondary Services Stage 5

Facilities will examine space and resources to provide secondary services in addition to primary services. Secondary services are generally limited in numbers; however, secondary services will be allowed as space allows maintaining social distancing.

#### Special Religious Events Stage 6

Special religious events should only be considered at stage 6.

### TRANSPORTATION

Risk: Medium and High when transporting emergency or COVID prisoners  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Transportation is divided into two parts: Office procedures and vehicle procedures.

Offices will be evaluated to reduce congregate settings ensuring workstations are no less than six feet apart. Physical barriers will be required if social distancing cannot be achieved with distance alone. The number of staff allowed to be in the office will be reduced; and the use of shared workstations will be eliminated. The office will be sanitized no less than twice each business day. The use of staff lockers or storage will require those lockers be sanitized after use. An adequate supply of PPE, disinfectant wipes and hand sanitizer will remain available for staff use at all times.

Vehicles will be sanitized before and after each transportation detail. Vehicle occupancy will initially be reduced to one half seating capacity. Prisoners will not be seated in the seat immediately behind the separate cage in transportation vans or buses. Vehicles with security cages will be required to keep the cage door secured to prevent an offender from sneezing through any opening toward staff.

#### Staffing Resources

The Transportation Manager will review each cadre complement and adjust approved schedules for a staggered start time to maximize the ability for increased health care transportation details. This also reduces the number of staff reporting to or departing shift at any one time.

Each cadre will have at least one vehicle with window vents or other physical means to create a positive-pressure environment to transport known contagious offenders when necessary.

Each CTO will be issued full PPE and be required to have same with them at all time. Each vehicle will maintain a clean supply of full PPE for no less than two staff at all times.

Each CTO, and custody officer assigned to a transportation detail reporting to an off-site hospital, will be required to follow hospital protocol for entrance, PPE, and social distancing.

#### Vehicle Occupancy

Vehicle occupancy will initially be reduced by not being seated in the seat immediately behind the separate cage in transportation vans or buses. Vehicles with security cages will be required to keep the cage door secured to prevent an offender from sneezing through any opening toward staff.

#### Transportation HUB Operations

The transportation HUB in Saint Louis will require a medication window to be installed. The current practice does not provide adequate control through physical barriers. Evaluation for additional HUB scheduling will be required to reduce the number of prisoners being processed through the HUB on any single day.

Vehicle occupancy will initially be reduced by not being seated in the seat immediately behind the separate cage in transportation vans or buses. Vehicles with security cages will be required to keep the cage door secured to prevent an offender from sneezing through any opening toward staff.

At the hub, the holding cells will be limited to no more than six per cell and every other cell will not be utilized. Prisoners will be moved from vehicle to vehicle. Accommodations will be made to allow prisoners to use the restroom.

Two additional days will be added to hub operations for downstate transfers on Monday and Wednesday. Upper Peninsula transfers will continue to be on Tuesday and Thursdays. Delivering property on the two additional days will be problematic. Currently a majority of the property is transferred by fleet on existing routes on Tuesday and Thursday and sorted at the St. Louis warehouse. This will not be the case on the additional two days.

#### RECRUITMENT - TRAINING

Risk: Varies  
Control Measure: Varies

The risk and control measures for training is dependent on the type of instruction being provided. For those with CBT, the risk level is low; however, for those classes requiring in-person, or hands-on physical skills training, the risk and requirement for control measures is increased. That risk and control measure will be evaluated on a case-by- case basis based on the instruction being provided.

The proposed plan to continue with and complete required training is attached. The Training Department is developing plans for the 2020 and 2021 training years for possible changes to the approved training plan.

The Recruitment and Training Divisions are working on a plan to resume recruiting staff for New Employee Recruit School. The Training Division is updating training modules to complete New Employee Recruit schools and employee training using remote and web-based modules. New recruit academies started back up in July with a combination of in person and virtual academies when social distancing cannot be maintained. Recruits that are in person will be screened daily. Appropriate PPE will be assigned to trainers and recruits for the sections of the academy that require close contact.

#### GATE PASS ASSIGNMENTS

Risk: Medium  
Control Measure: Communications  
Administrative Controls  
PPE

Facility locations using detailed gate pass prisoner assignments will require a rescreening of all prisoners to ensure they continue to meet special security screening requirements for that assignment. Work locations depending on gate pass prisoners for assignments to clean and sanitize have return to work plans dependent on being able to receive prisoners for those details.

An assessment of the minimum number of detailed prisoners in each assignment will be required with the goal of reducing prisoners in locations while maintain effective work production meeting facility needs.

Prisoners will be screened for temperature prior to reporting for assignment each day. Prisoners returning from assignment each day, will be screened during the intake process.

The search room to facilitate required strip searches of returning prisoners will be required to have only one seat within the area; have a supply of sanitizing material available so the area can be sanitized after each prisoner is processed; and, the area will be required to be large enough for the staff to maintain social distancing while not physically completing the required search.

#### MSI OPERATIONS

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

MSI operations at DRC/DDC will resume normal operations using screened prisoners. Soap and other approved cleaning products will be a priority to ensure all facility and regional warehouses were supplied with an adequate inventory for issue.

MSI will continue manufacturing masks, gowns, and outfits manufactured during this outbreak until adequate inventories are available as outlined above.

MSI operations at other facilities will resume normal operations using screened prisoners, as authorized by their local supervisor and Warden.

## INTAKE FACILITIES

### Intake

Jails that wish to transport prisoners to the MDOC will be required to test all prisoners at intake, within 72 hours of transfer to MDOC and at discharge. To bring a prisoner to the MDOC the jail will need to provide testing and risk reduction protocols approved by the MDOC jail inspectors. Once approved prisoners will be received by appointment along with the negative test results within 72 hours. Jails that have tested but not received results within 72 hours can request permission to bring the prisoner to the MDOC. Prisoners being received from an approved county will be screened by health care upon receipt; and continue with an isolation period through the receipt of their test results. Testing of all prisoners received at intake is mandatory.

### Parole Violation Returns

PV returns will continue to be authorized by the ADD FOA, with notification to the respective Warden and Health Care. Prisoners will be screened upon receipt; and continue with an isolation period. These prisoners will be treated like and similar to prisoners being received at intake and assigned cells using social distancing.

### Writ Returns

The facility Record Office will ensure continued compliance with the requirement to verify any testing results prior to scheduling any Writ Returns through a designated Intake facility. Additional information will be obtained from the sending facility on the prisoner's recent designation as COVID positive, Person under Investigation or Close Contact.

All approved Writ Returns will only be received, when scheduled in advance, at the Reception and Guidance Center, Marquette Branch Prisoner, Thumb Correctional Facility or the Women's Huron Valley Correctional Facility.

## TRANSFERS

Transfers from RGC to other facilities will be coordinated through the ADD of Operations. Prisoners being considered for outbound transfer will require a test prior to being cleared for transfer. Priority will be given first to those needing mental health and health care services, followed by security placement, then other programming needs. Coordination between Classification and the intake facilities will be required to ensure an adequate number of beds remain available for prisoners to be received from approved sending counties.

### Transfer Priority

1. Paroles, Discharges, Medical, Mental Health, and Writs. None of these should be further out than two weeks from the date of the transfer.
2. Programming/RGC Feed. These transfers will be done simultaneously. As a prisoner transfers from one facility for programming, RGC will fill the vacated bed. There will be no backfills from the receiving facility.
3. Custody/Security – Facility generated transfers for seg relief, SPON issues, etc. Plan of

## Action

1. Return prisoners, who were transferred for COVID, back to their original facilities. This will involve coordination with Transportation and will require dedicated direct runs (non-hub). The reason it is important to complete these transfers first is because we need to know exactly how many beds remain before we start initiating the other transfers.
2. Facilities will need to provide a spreadsheet, developed by Classification, listing name, number, reason for transfer, and a date by which the transfer needs to occur. Custody/Security transfers will not be considered until the transfers for Parole, Discharge, Medical, Mental Health, Writs, Programming have been completed department wide.
3. Offender Success Administration will provide Classification a list of prisoners who need to transfer for programming needs.
4. Classification will review the lists provided by the facilities, as well as the list provided by OSA, and coordinate transfers. The vacancies created at the sending facilities will be filled by RGC simultaneously.
5. Once the initial Parole, Discharge, Medical, Mental Health, Writs, and Programming transfers are caught up, normal operations can resume, and facilities can begin initiating custody/security transfers.

While this plan has defined priorities and phases, exceptions can be made for emergent and other transfers as approved by leadership.

### HUMAN RESOURCES

Risk: Low  
Control Measure: Communications  
Administrative Controls

For facilities once a determination has been made Human Resource staff will return to the facilities, depending on the physical layout of the HR office, most will be able to return the full staff at once. If the office is not conducive to social distancing, a phased in approach or having employees with alternating days in the office will be exercised. The availability of flexible or phased return to work will be approved by the regional human resource manager, as necessary.

Human Resource office will maintain an inventory of education materials provided to all employees. Education on the signs and symptoms provided from both the CDC and State of Michigan on COVID-19, the requirement for social distancing, and Employee Services Program.

### PRISONER VISITING

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

Prisoners being able to see family and friends on visits is very important. However, the risk is high when introducing persons from the community to a correctional facility. The following is



recommended as a phased approach to resuming prisoner contact visit.

An assessment of capacity in prisoner visit rooms will be required. Seating will be reduced to allow for social distancing between visiting groups ensuring the minimum six-foot distance is maintained.

Video visiting is currently being piloted at seven facilities and other facilities are currently in the process for implementation.

Visitors will be required to review a self-screening form at the Information Desk at the time of registration and will be provided a mask.

Until such time the department announces the facilities are post-pandemic, visits will be restricted to a time limit of two hours, unless the visitors have traveled in excess of those distances outlined as criteria for overcrowding as outlined in policy directive. Limiting visit hours will assist in reducing overcrowding and allow for the facility to maintain social distancing within the visit room.

When in person visits resume, allowable prisoner visits will be reduced by one-half for all security levels. This will allow for the facilities to process the expected prisoner visitors while practicing social distancing within the prisoner visit room. If approved, the reduction in maximum allowable visits would be as follows:

- Level I Reduced from 8 per month to 4 per month
- Level II Reduced from 7 per month to 4 per month
- Level IV Reduced from 5 per month to 3 per month
- Level V Reduced from 4 per month to 2 per month
- STG I Reduced from 3 per month to 2 per month
- STG II Reduced from 2 per month to 1 per month
- RSAT Parolees Reduced from 7 per month to 4 per month

It is recommended to not allow vending machines or food products within the visit room until the facility is determined to be post-pandemic. This will ensure prisoners continue to wear a mask during the visit. Once the facility transitions, vending services will resume. Should the vending continue, the facility will ensure the approved vendor or facility supplies an adequate supply of disposable napkins, food bowls, and trash receptacles to prevent the sharing of any food items or container.

Until the facility transitions to post-pandemic, photographs during prisoner visits will be suspended.

Detailed prisoner porters will be required to sanitize the visit room before and after each scheduled visiting time. In addition, the seating and tables will be sanitized after each visit prior to the next visitor being processed into the visit room.

The statewide visit standards will be updated to incorporate the measures taken, which will include reference to the educational material and postings from both the CDC and State of Michigan relative to COVID-19.

#### BARBERING SERVICES

Risk: Medium  
Control Measures: Communications  
Administrative Controls

## PPE

Prisoner barbering services will be allowed to resume consistent with the community standard. Postings from both the CDC and State of Michigan on COVID will be required. Each detailed prisoner will be required to complete necessary training on COVID related illness and reporting of unsafe environments. All prisoners working in or attending the barbershop will always be required to practice safe distancing requirements including the wearing of a mask.

### WAREHOUSE

Risk: Medium  
Control Measure: Communications  
Engineered Controls  
Administrative Controls  
PPE

All staff will be required to be screened prior to reporting to their workstations. Staff required to wear PPE and follow established protocols (masks, social distancing, etc.)

Workers will disinfect entire area to be used that morning and in afternoon; prisoners will clean and disinfect areas they used upon leaving.

Deliveries will be completed using outside delivery only when possible; and, inside delivery with no prisoner contact or assistance.

Postings will be required from both the CDC and State of Michigan on COVID. Each detailed prisoner will be required to complete training prior to returning to assignment. No prisoner will be allowed to report to gate pass assignment without a mask being worn.

### PRISONER STORE

Risk: Medium  
Control Measure: Communications  
Administrative Controls  
PPE

#### Prisoner Store / Friends and Family

Prisoner Store and Friends and Family pack will continue to be ordered and delivered. Each facility will be required to evaluate the delivery schedule and process to ensure compliance with social distancing during the delivery schedule. Decreasing the number of prisoners on a scheduled delivery time; ensuring social distancing markings are displayed for prisoners reporting to the delivery location; and controlled movement during the store delivery.

Current efforts to sanitize prisoner store kiosks after each use will continue and use of the kiosks will require appropriate social distancing practices. Distribution of Prisoner Store orders will also continue social distancing practices.

The incentives provided during this outbreak, including increased store limits and return processing will be rescinded. As directed by the ADD, the Administrative Assistant to the ADD of Operations will communicate to the facilities and prisoner population when those incentives and practices are

being rescinded.

#### RECORDS OFFICE – FACILITY

Risk: Medium  
Control Measure: Communications  
Administrative Controls  
PPE

The Office of Legal Affairs and Records Administration will continue to pursue increasing the number of court hearings using technology, in increasing jurisdictions.

Record staff will ensure continued compliance with the requirement for testing results being received prior to any Writ Release, discharge, or parole; and Writ Returns will only be received at the designated intake facilities. Prior to scheduling any Writ Return, additional information will be obtained from the sending facility on the prisoner’s recent designation as COVID positive, Person under Investigation or Close Contact.

All approved Writ Returns will only be received, when scheduled in advance, at the Reception and Guidance Center, Marquette Branch Prison, Thumb Correctional Facility, or the Women’s Huron Valley Correctional Facility.

#### GATE OPERATIONS

Reduce the number of maximum allowable persons inside the gate at any one time to five, plus the assigned Gate Officer (maximum number allowed for a visit). Ensure an adequate inventory of cleaning supplies and hand sanitizer are always available on assignment.

#### **PHASE III: DEMOBILIZE, RECOVER, AND AFTER-ACTION**

Once it has been determined that the state is post-pandemic, the process of reassignment and demobilization will be initiated.

##### Return to Work – Post-pandemic

Once there is a declaration the regional or state are post-pandemic, the facilities will return to full work and activities. All staff previously authorized to work remotely will return to the designated office and work schedule. All required signage and education will continue; and the requirement for a regular assessment will continuously be reported to the Health Safety Committee and Infection Control Committee as appropriate.

#### STAFF REASSIGNMENT / DEMOBILIZATION

Staff previously reassigned to correctional facilities for shift complement will return to their original assignment as approved by the respective ADD, with communication to the Human Resource office.

Custody involuntary overtime assignments will return to the previously approved 50% seniority threshold.

## Transportation Cadres

Staff assigned to the mobile transportation cadre(s) will return to their original facility cadre as approved by the ADD. Those staff will not work inside their host facility for at least 14 days.

COVID Units will be demobilized as determined by the Director.

Staff previously approved to work 12-hour shifts within the COVID units, will be returned to their previous, eight-hour shift and placed back into their previous RDO and OEL by seniority order as resources permit.

## Regional Warehouse Operations

The three emergency warehouses being operated during this outbreak will begin to decommission. Daily activities and inventory will migrate to the Emergency Services warehouse in Jackson. Facilities requiring orders of items currently on inventory will continue to be processed through the Jackson warehouse until inventory is depleted.

Once the demand for warehouse operations is negated, the warehouse in Jackson will also be decommissioned, with all inventory turned over to the correctional facilities warehouse.

Each warehouse in Jackson and Kinross will be required to maintain an on-hand inventory of MSI-manufactured masks, gowns, face shields, goggles, and protective suits for immediate deployment to at least one facility at all times.

## DOM / POLICY VARIANCES

The OLA will review the provision outlined in DOM 2020-30 and policy variances implemented during the outbreak and rescind or place a sunset date on those. Facilities will be required to review facility-based operating procedures to ensure operating procedures are compliant with all requirements for the new normal operations.

## GATE OPERATIONS / MANIFESTS

Items previously approved to be brought into the facility without a manifest during the outbreak will be rescinded. Each Warden will be required to ensure the appropriate Attachment to OP-04.04.100 is posted in each gate and sally port.

Personal face masks, gloves, and gowns allowed for staff to bring into the facility will be rescinded. Wardens will be required to ensure any reference to these items be removed from each gate and sally port.

The approval for the Director of Nursing to possess state-issued telephones inside the perimeter will be rescinded.

Facility operations will return to allowing no more than eight (8) persons in the gate at any one time, in one-way traffic.

## POST ORDERS

### Transportation

Transportation Post Orders will be updated to ensure they continue to contain reference material for signs, symptoms and prevention for virus. PPE requirements issued to each vehicle will continue to require all vehicles always contain an on-hand inventory of full PPE for two staff.

### Information Desk / Gate / Sally Port

Information Desk Post orders will be updated to include referenced materials for the signs, symptoms, and preventive measures to prevent the spread of a virus.

Sally port and Gate assignment Post Orders will be amended to return to allowing no more than eight persons in the gate at any time – in one-way traffic. Those post orders will also be updated to ensure they are compliant with the requirements of CFA-OP- 04.04.100.

### Custody Officer

Officer Post Orders will require updating to remove previously variances during the pandemic; and include all required postings and reference materials identified by the CDC and State of Michigan COVID response.

## PRISONER TELEPHONE and JPAY

### Prisoner Telephone and JPay

Telephone privileges and incentives provided during this outbreak will be rescinded. The Administrative Assistant to the ADD will communicate to the facilities and prisoner population when those incentives and practices are being rescinded. A JPay e-blast will be sent to the prisoner population prior to implementation informing them of the return to normal phone and JPay use.

The approval for prisoners designated as STG for increased telephone and JPay use will be rescinded. The Central Office STG Coordinator will coordinate with the vendors the removal of those privileges; and will communicate with affected prisoners prior to the expiration of those privileges.

Current efforts to sanitize prisoner phones and JPay kiosks are each use will continue and the use of these devices will require appropriate social distancing practices.

## INVENTORY RETURN

### Alcohol-based sanitizer

Alcohol-based sanitizer previously authorized for inventory and use inside the correctional facilities will be rescinded. On-hand inventory will be removed from the secure perimeter and stored in the warehouse within Chapter 12 requirements, which includes storage inside a flammable cabinet, SDS sheets and inventories.

### Prisoner Face Masks

Personal face masks issued to each prisoner will be collected. Prisoner messaging will be required to offer an amnesty to surrender those items. Each Warden will then have to systematically search each

prisoner to ensure all masks are removed from prisoner control. Those masks will be laundered at the facility and returned to the warehouse for storage.

#### Food Service inventories

Once a facility has been identified as meeting the threshold, food service orders will be reduced to allow for on-hand inventory to be reduced to a 10-day level. Should that facility continue to meet the threshold for two consecutive weeks, the on-hand inventory will be reduced to the previous seven-day inventory limit.

Paper supplies to accommodate feeding in no less than one entire unit for seven days will be required to be maintained at each facility.

#### Bunk Beds

Bunk beds deployed to facilities for alternative housing will be dismantled and removed from the secure perimeter. Each facility will maintain at least 24 bunks on hand for immediate use. The remainder of bunk beds will be returned to their respective regional maintenance department for storage and deployment should the need arise.

#### Workstations / Laptops / VPN

Any additional computer workstations, laptops, and VPNs deployed during the outbreak will be returned and each Facility Manager will be required to ensure that all state issued equipment is accounted for and returned to the department.

#### Mattresses

Prisoner mattresses deployed to facilities for temporary housing arrangements will be collected. Those mattresses used in COVID unit exclusively will be inspected and sanitized and returned to facility inventory.

#### AFTER-ACTION REPORTS

Each facility and work location will be required to complete an after-action report. Included in that will be a revised action plan for pandemic outbreak including isolation plans and emergency staffing resources. Those revisions shall include the requirements and facility resources to housing prisoners who test positive, are persons under investigation, and close contacts as outlined in DOM 2020-30.

#### PROPOSED PA-415 TRAINING PLAN

The Training Department is currently working on a plan to use virtual training platforms to complete the required PA-415 training prior to the completion of the calendar year. That plan includes the increase of computer-based training; web-based training information; and use the use of Skype or Microsoft Teams where applicable.

The classroom modules currently listed in the 2020 MDOC Training Plan are as follows:

- Disturbance Control - Commands and Movement  
(Currently designated to be completed on shift in “squad format” To be completed by 12/15/2020)

- Universal Shakedown Procedures  
(Currently designated to be completed on shift in “squad format” To be completed by 9/30/2020)
- Prisoner Management
- Building Resilience
- Overfamiliarity
- Deaf and/or Hard of Hearing Offenders
- Discriminatory Harassment
- CPR/AED/Narcan Practical’s
- Collaborative Case Management for Women

Recommendations for completing the above training:

Disturbance Control – This can still be completed on shift. While squads cannot assemble in the Dress out room or arsenal to receive equipment all at once, they can get their equipment individually. Social distancing can be observed while in squad formation. Equipment can be disinfected prior to and after use (Including vests and gas mask holders). Some facilities are already using ozone generators to decontaminate uniforms and can be used on squad Dress out gear. They are reasonably priced.

Universal Shakedown Procedures – This course has a practical skills portion. However, it can still be converted into a computer-based training course.

Prisoner Management – This course is entirely a hands-on practical technique course. This module should be removed from the training plan.

Building Resilience – Due to the Department’s commitment to employee wellness, this course should not be converted to a computer-based training course. The train the trainer (TTT) classes for this module were not completed due to the COVID-19 outbreak. This course was designed to spur a lot of discussion. This may be challenging in a virtual format. If the virtual training test TTT’s are not sufficiently able to provide quality training on this topic, it should be removed from the 2020 Training Plan and taught in the 2021 Training year.

Overfamiliarity – This course can and should be turned into a computer-based training course.

Deaf and/or Hard of Hearing Offenders – This module is court ordered. The settlement attorneys and our Office of Legal Affairs (OLA) have agreed that this course is to be a classroom course. Deputy Director Gulick is checking with OLA to see if virtual training still meets the requirement of classroom training. In the event this course can be taught via virtual training, P.A. 415 staff (officers & Sergeants) will complete the course in the classroom using social distancing while non-P.A. 415 staff with consistent computer access should attend via virtual training.

Discriminatory Harassment – This course can and should be converted to computer- based training.

CPR/AED/Narcan Practical Exercises – The practical exercises should be removed from the 2020 Training Plan. The module should be changed to include the current “no breaths” CPR currently in use so staff can practice both.

CCMW – This course cannot be instructed using CBT or video as there are portions which require class

participation and interaction. This course can be completed with social distancing in the classroom.

#### Priority 2020 Menu Courses & Mandatory Training for Select Assignments

Firearms Requalification – Firearms requalification is an essential course that should continue. Social distancing can be practiced on the range. The Ordnance Unit has sent out clarification on disinfecting firearms and holsters

#### Initial Firearms Courses:

Shotgun - This course can be completed with social distancing in the classroom and on the range.

Rifle - Some of the drills in this course require staff members to pair up and come in close contact. This course should not run until the social distancing requirements are removed.

Handgun - Some of the drills in this course require staff members to pair up and come in close contact. This course should not run until the social distancing requirements are removed.

The initial firearms courses should only be conducted if there is an urgent facility need for firearm qualified staff for scheduling and transportation purposes.

Inside Personal Chemical Agents requalification - This course can be completed with social distancing in the classroom and during practical exercises. Decontamination procedures will need to be required when sharing an inert chemical agent canister.

Initial Inside Personal Chemical Agents – This course can be completed with social distancing in the classroom and during practical exercises. Decontamination procedures will need to be required when sharing an inert chemical agent canister.

ECD Requalification – This course can be completed with social distancing in the classroom and during practical exercises. Decontamination procedures will need to be required when sharing an ECD.

Initial ECD - This course can be completed with social distancing in the classroom and during practical exercises. Decontamination procedures will need to be required when sharing an ECD.

Pepper Ball Launcher Update - This course can be completed with social distancing in the classroom and during practical exercises. Decontamination procedures will need to be required when sharing a launcher.

Hostage Incident Management Update - This course can be completed with social distancing in the classroom. A facility must have an area for the practical exercises that will allow for proper social distancing.

Initial Hostage Incident Management - This course can be completed with social distancing in the classroom. A facility must have an area for the practical exercises that will allow for proper social distancing. This course should only be conducted if there is an urgent facility need for certified hostage incident team members.

Emergency Response Team Training – Each Emergency Response Team member is required by the 2020 Training Plan to complete 92 hours of training prior to September 30, 2020 to maintain their



certification and be eligible for deployment. While some training can be completed in the classroom while observing social distancing, some of the training also includes practical hands on skills that require close personal contact. The 2020 Training Plan will need to be updated to 16 hours of mandatory training instead of 92 hours to maintain certification.

#### Non-P.A. 415 Priority Menu Training

These courses will not be possible to complete via virtual training as they all have practical hands on portions that must be completed to receive training credit. They are:

- Firearms Requalification
- Initial Firearms Courses:
- Inside Personal Chemical Agents requalification
- Initial Inside Personal Chemical Agents
- ECD Requalification
- Initial ECD
- Pepper Ball Launcher Update
- Initial Pepper Ball Launcher
- Hostage Incident Management Update
- Initial Hostage Incident Management
- Emergency Response Team Training

Even though non-P.A. 415 staff are not required to attend 40 hours of P.A. 415 approved courses, some may still need to complete some of the training listed above to maintain certifications or meet facility needs. Specifics for attending these training are listed above in the “Priority 2020 Menu Courses & Mandatory Training for Select Assignments” section.

# Vendor/Contractor Plan

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

## VENDORS- For Immediate Implementation

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

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

Canteen-Employee and Visitor vending machines

GTL – Prisoner phones

Ricoh – Copier/Printer repair

OTIS – Elevator inspection and repair (statewide)

Sanimax – Grease trap/bin emptying

Waste Management – Waste and Recycling pickup

Integrated Pest Management Vendor – Rodent or insect abatement and spraying

Universal (formerly Midstate) – Video camera and zone repair

Fire Alarm/Sprinkler Systems – Annual inspection required by NFPA

Ventilation Hood Systems – Annual inspection required by NFPA

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

FTC&H – Air Quality Permits (statewide)

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

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

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

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

References:

- **DTMB Design and Construction Requirements**
- **Public Health Order for Mandatory testing for Prison Staff**  
[https://www.michigan.gov/documents/coronavirus/MDHHS Public Health Order - Prison staff testing 200819-04 699806 7.pdf](https://www.michigan.gov/documents/coronavirus/MDHHS_Public_Health_Order_-_Prison_staff_testing_200819-04_699806_7.pdf)

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

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

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

**MDOC Requirements:**

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

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

## DEFINITIONS

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

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

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