

MICHIGAN DEPARTMENT OF CORRECTIONS  
COVID-19 PREPAREDNESS and RESPONSE PLAN

UPDATED: July 1, 2022

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

## General

[Michigan Department of Health and Human Services Epidemic Orders – Requirement for Prisons](#)

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

[OSHA COVID-19 Resources](#)

[MDHHS Coronavirus Resources: \[www.mi.gov/coronavirus\]\(http://www.mi.gov/coronavirus\)](#)

[Michigan.gov/coronavirus](#)

[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 \[MCSCESP@mi.gov\]\(mailto:MCSCESP@mi.gov\)](#)

[MIOSHA General Duty Clause](#)

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

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

## Correctional Facilities and Detention Facilities

[CDC: Guidance for 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 CDC's latest guidance and the MIOSHA General Duty Clause.

The purpose of this plan is to eliminate or minimize potential exposure to and the transmission of COVID-19 in the workplace based on CDC guidance. All employees are responsible for complying with all applicable aspects of this plan. This written plan is available to all employees via the intranet and upon request. Questions about this plan should be directed to the Human Resources Director or the [Agency Safety Coordinator](#).

## COVID-19 Safe Start Team

The Michigan Department of Corrections COVID-19 Safe Start Team shall minimally be comprised of the departments COVID-19 Response Team. Other department employees may be assigned special duties on a case-by-case basis.

This team will be responsible for establishing and implementing return to workplace goals, reviewing and updating the departments COVID-19 Preparedness & Response Plan, and identifying best practices and improvement needs stemming from agency communications, engineering and administrative work practice controls, and protective measures used during the pandemic.

## COVID-19 Safety Coordinator(s)

The departments Environmental Health and Fire Safety section will serve as the departments COVID-19 Safety Coordinators.

The COVID-19 Safety Coordinators will monitor or report on implemented COVID-19 control strategies required for the workplace as needed or requested.

## DOM / POLICY VARIANCES

The Office of Legal Affairs will review the provisions outlined in DOM 2022-21 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. Staff working remotely will be required to follow the Remote Work PD.

## COMMUNICATION METHODS

The Preparedness and Response 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
- Updates on the Medium - <https://medium.com/@MichiganDOC/mdoc-takes-steps-to-prevent-spread-of-coronavirus-covid-19-250f43144337>
- PIO Newsletter –Update
- Nixle

## COMPLIANCE RESOLUTION PROTOCOLS

Supervisors are responsible to ensure that their staff acknowledge the requirements of the return to work guidelines and that they adhere to them. Supervisors shall cover requirements through their team meetings. Employees should report any complaints or concerns regarding the return to work protocols not being followed to their supervisor.

## TRAINING

All employees, contractors, interns, or other persons conducting work on behalf of the State of Michigan are required to successfully complete OSE's "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. This training is in addition to any building-specific training needed to ensure compliance with applicable training requirements and/or COVID-related best practices. Training shall minimally include but is not limited to:

- ❖ Routes by which the virus causing COVID-19 is spread.
- ❖ Symptoms of a COVID-19 infection.
- ❖ Steps employees must take if they have a fever, cough or other symptoms, or believe they might have COVID-19 (e.g., stay home; call their immediate supervisor and healthcare provider; notify their Human Resources Director if the employee, a family member, or someone the employee lives with tests positive for COVID-19 so the agency can contact trace and monitor others with whom the employee had been in close contact while at work; etc.).
- ❖ The risk of a COVID-19 exposure.
- ❖ Measures that the building has taken, and work rules employees must follow to prevent exposure (e.g., hand hygiene, routine cleaning and disinfection, use of face coverings and other personal protective equipment, daily health screenings, close contact and when to quarantine, building signage, etc.).
- ❖ Who to contact and what to do if medically unable to wear a face covering.
- ❖ Resources available (e.g., Employee Service Program).

**NOTE:** It is recommended that employee training records minimally contain the name(s) of employee(s) trained, date of training, name of trainer and content of training.

## 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, keyboards, hardware, cords, mouse, DVD drive, 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.

## RECORDKEEPING

All Michigan Department of Corrections COVID-19 related records (e.g., health screenings, training records, etc.) will be kept in accordance with applicable department record retention requirements.

All Michigan Department of Corrections work-related records and COVID-19 exposures will be reported and recorded as required by MIOSHA Standard [Part 11: Recording and Reporting of Occupational Injuries and Illnesses](#). For more information, refer to [OSHA's Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 \(COVID-19\)](#) or [29 CFR 1904.39\(a\)-\(b\)\(11\)](#).

## REASONABLE ACCOMMODATIONS

Reasonable accommodations may be available to qualified applicants and employees with disabilities. Please contact your [Agency Title I Coordinator](#) with any questions.

## HEALTH SCREENING

All employees, interns, and other persons doing work on behalf of the State of Michigan will be required to participate in daily health screenings. These health screenings are comprised of COVID-related questions about symptoms and suspected or confirmed exposure to people with possible COVID-19. Persons (e.g., employees, interns, etc.) exhibiting signs of illness will not be permitted into the building. These health screenings can occur through one or more ways (e.g., paper questionnaire, COVID screening app using a state-issued electronic device, [web-based questionnaire](#) using a personal or state-issued cell phone, or by an employee swiping their employee identification badge/access card to enter restricted areas (e.g., parking lot, buildings, rooms, locked storage areas, etc.). Note: each time an employee logs onto a state-provided electronic device or swipes their identification/badge to access a secure site or area the person affirms they are symptom-free and feeling well.

### Visitor/Volunteer/Contractor Screening Process

- 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 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.

## MASKS AND FACE COVERINGS

Michigan Department of Corrections staff are not required to wear a mask at work unless otherwise specifically required by DOM 2022-21. While masks and facial coverings are no longer required in State of Michigan owned or leased buildings unless outlined in DOM 2022-21, staff who work in other buildings where there is a mask or facial covering requirement must abide by that building's guidance.

For the purposes of this plan, a nonmedical cloth face covering is NOT considered PPE. An effective face covering is breathable, made of a tightly woven fabric (e.g., cotton, cotton blend) and includes 2 or 3 fabric layers. Employees may provide and use their own face coverings if they

are approved by the agency; they should completely cover the mouth, nose, and chin; and are at least as effective as the nonmedical cloth face covering provided to all employees. Face coverings worn in the workplace must NOT be political, offensive or contain vulgar, obscene, abusive, or confrontational gestures, language, pictures, websites, etc. 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 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.

The following types of face coverings are not acceptable:

- Loosely woven, knitted, or fabrics that let light pass through.
- Open-chin bandanas.
- Scarf/ski mask-style coverings.
- Single layer coverings.
- Those that are hard to breathe through (e.g., plastic, leather).
- Those that do not completely cover the nose, mouth, or chin.
- Those that include exhalation valves or vents, large gaps, are too loose, or are too tight.

Face shields or goggles should not be used as a substitute for face coverings. If face shields are worn, they should be in addition to the face covering. Face shields should wrap around the sides of your face and extend below your chin or be hooded (fully enclosed and dropping below your chin). The CDC does NOT recommend the use of N95 respirators for the protection against COVID-19 in office environments, as these respirators are critical supplies that should be prioritized for healthcare workers and other medical first responders to prevent supply shortages.

While the CDC does not recommend the use of personal respirators for the protection against COVID-19 in office environments, we understand that correctional facilities are not the typical office environment. The department is allowing staff to voluntarily wear personal respirators in non-COVID 19/PUI or hazard free areas. Staff that choose to do so, must follow appendix D from the [MIOSHA General Industry Health Standard Part 451](#). Staff working in COVID 19 areas are required to be medically cleared, fit tested and wear a state issued N95 respirator.

The department will maintain a sufficient supply of face coverings at correctional facilities in the event an employee forgets theirs or an employee's face covering becomes soiled or wet/saturated at work. Please contact the Human Resources Director or the [Agency Safety Coordinator](#) with any questions.

Employees who are medically unable to wear a cloth face covering **MUST** contact their Agency Title I Coordinator to initiate the reasonable accommodation process.

Visitors to the Michigan Department of Corrections correctional facilities will be provided a disposable mask.

## WORK ENVIRONMENT

The virus that causes COVID-19 can land on work surfaces. While the risk of infection from touching a surface is low, below is the workplace cleaning disinfecting schedule. Please reference the [DTMB Return to the Office Plan State Workplace Guidelines](#) for details.

- Workspace Cleaning Supplies – supplies are available at the security entrance at GVP, front desk at FOA offices, and in accordance with the housekeeping plans at correctional facilities for employees to use to wipe down and disinfect workspaces and shared surfaces.
- Workspace Basic Cleaning- Basic cleaning will be provided by contractors in GVP and FOA offices and by prisoners in CFA facilities in accordance with their housekeeping plan. The focus will be high touch surfaces (door hardware, restrooms and fixtures, kitchen areas, drinking fountains, stair handrails, elevator controls, and vending areas.
- Workspace Enhanced Cleaning – For areas with COVID 19 restrictions in place cleaning will occur daily in all high touch surfaces.
- Post Exposure Cleaning and Disinfecting Mitigation – upon confirmation that an employee or visitor at a state worksite has tested positive to COVID 19 the department has implemented the following protocol:
  - If less than 24 hours have passed since the person was diagnosed with COVID 19 has been in the space and the area will be occupied within 72 hours the area will be evacuated until the disinfecting has been completed by a contractor/prisoner in CFA facilities.
  - If more than 24 hours have passed cleaning is required
  - If more than 3-days have passed no additional cleaning is necessary.
- HVAC/Mechanical – all HVAC systems have been evaluated and air filtration has been maximized.
- Signage has been placed in common areas throughout the offices and correctional facilities related to, hygiene, disinfecting and sanitation, wearing masks.
- Shared Spaces
  - Surfaces must be wiped down
  - Personal work supplies and materials should not be left in shared workspace

Please contact your [Agency Safety Coordinator](#) with any questions and/or to acquire applicable Safety Data Sheets for information on hazardous chemicals used within the workplace.

## CRITICAL INFRASTRUCTURE/ESSENTIAL WORKERS/CLOSE CONTACTS

Department of Corrections staff should reference DOM 2022-21 regarding critical infrastructure/essential workers/close contacts and when to quarantine.

Local public health authorities often determine and establish the quarantine options for their jurisdictions. Please contact the Human Resources Director with any questions.

## HANDLING SOMEONE WHO BECOMES SICK

Employees should **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 the Human Resources Director and their immediate supervisor 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 the Human Resources Director, who will follow-up with building management if appropriate.

## PERSONAL ETIQUETTE

The CDC states, “The virus that causes COVID-19 most commonly spreads from person to person by respiratory droplets during close physical contact (within 6 feet). The virus can sometimes spread from person to person by small droplets or virus particles that linger in the air for minutes to hours.”

The personal behaviors listed below are habits for employees to combat COVID-19 and show a shared concern for the health of others.

- 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.
- Employees who have been in close contact with someone who has COVID (excluding those who are fully vaccinated and show no symptoms AND those who had COVID within the past 3 months and recovered).

A close contact is defined as any of the following:

- Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more.
- Providing care to someone who is sick with COVID-19.
- Sharing eating or drinking utensils with someone who has COVID-19.
- Having direct physical contact (e.g., you hugged or kissed them) with someone who has COVID-19.
- Someone with COVID-19 sneezed, coughed, or somehow got respiratory droplets on the employee.

## Hand Hygiene

Frequent handwashing is one of the best ways employees can protect themselves from getting sick. Soap and sanitizer are available in multiple areas throughout the offices and correctional facilities. To prevent the spread of germs during the COVID-19 pandemic, employees should wash their hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:



- Blowing your nose, coughing, or sneezing.
- Entering and leaving a public place or work area.
- Preparing or eating food.
- Touching a potentially contaminated surface or object, such as a door handle, table, gas pump, shopping cart, or electronic cashier register, pin pad, or screen.
- Touching garbage.
- Touching your eyes, nose, and mouth with unwashed hands.
- Using the restroom.

When the provision of handwashing facilities is not feasible, the department will provide employees with antiseptic hand sanitizers or towelettes.

The virus that causes COVID-19 can land on work surfaces. While the risk of infection from touching a surface is low, regular housekeeping practices have been implemented for the routine cleaning and disinfecting of elevators, restrooms, breakrooms, conference/meeting rooms, training rooms, doorknobs, and other high touch areas.

CDC guidance will be followed for special cleaning and disinfecting when someone in the office or when someone visited the office has tested positive for COVID-19.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product.

Please refer to the Department of Technology, Management and Budget/[DTMB Return to Office Plan, State Workplace Guidelines](#) for any additional cleaning and disinfection criteria.

## EXPOSURE DETERMINATION

The MDOC Safety Coordinator has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to COVID-19. The determination is consistent with the U.S. Department of Labor’s Occupational Safety and Health Administration (OSHA) [Hazard Recognition/Clarifying Risk of Worker Exposure to COVID-19](#).

**Lower Exposure Risk** - This category consists of jobs that do not require close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) with other people. Employees in this category have minimal occupational contact with the public and other coworkers:

- Remote workers and those working from home during the pandemic.
- Central Office Staff
- Human Resources
- Parole/Probation Offices general office
- Healthcare workers providing only telemedicine services.
- Delivery drivers.

**Medium Exposure Risk** – This category consists of employees that either frequent close contact (within 6 feet for a total of 15 minutes or more over a 24-hour period) or sustained close

contact with other people in areas with community transmission. Because any given person may be an asymptomatic carrier, an employee's exposure risk may increase when they have repeated, prolonged contact with other people in these situations, particularly where physical distancing and other infection prevention measures may not be possible or are not robustly implemented and consistently followed.

- Correctional Facility staff (not mentioned at a higher risk level)
- Transportation staff
- Parole and Probation staff when in contact with an offender

**High Exposure Risk** – This category consists of jobs with a high potential for exposure to known or suspected sources of SARS-CoV-2. Field employees or inspectors required to enter hospitals, nursing homes, morgues, etc. with known or suspected cases of COVID-19.

- Healthcare Staff providing care to a close contact offender
- Intake Area Staff
- Staff working inside a close contact housing unit

**Very High Exposure Risk** – This category consists of jobs with a very high potential for exposure to known or suspected sources of SARS-CoV-2 during specific medical, postmortem, or laboratory procedures. Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians, etc.)

- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients.
- Staff working at Duane Waters Health Center and Infirmaries
- Non-Healthcare staff that are working in a COVID positive unit or staff that work with a COVID positive offender.
- Transportation Officers moving known or suspected COVID-19 patients in enclosed vehicles.
- Dental Services

## TESTING REQUIREMENTS

As a result of the Department of Health and Human Services (DHHS) Emergency Order under MCL 333.2221 – Requirements for Prisons 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

## ENGINEERING 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 MERV 13 HVAC Filters for ventilation and other engineered physical barriers.

## ADMINISTRATIVE CONTROLS

Administrative controls are workplace policies, procedures and practices that minimize or eliminate employee exposure to the hazard. The following administrative controls have been established for the Michigan Department of Corrections.

Position/Task	Administrative Controls
All Employees	1. Employees are required to self-monitor for <a href="#">COVID-19 signs and symptoms</a> prior to leaving for the workplace.
	2. Employees who have experienced a new onset of <a href="#">COVID-19 symptoms</a> that cannot otherwise be attributed to an alternate diagnosis or negative COVID-19 test must contact their supervisor and Human Resources Director for further direction and follow-up.
	3. Employees who do not pass the screening criteria will be instructed to contact their supervisor, not report to work, and may use appropriate leave credits or lost time. Employees who don't pass the screening criteria due to a positive COVID-19 test or exposure should contact their Human Resources Director.
	4. Employees who experience <a href="#">COVID-19 symptoms</a> at work should notify their supervisor immediately and will not be permitted to stay at work. The Michigan Civil Service Commission (MCSC) and collective bargaining agreements have leave policies in place that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Eligible employees have access to paid sick and annual leave and unpaid medical, and FMLA leaves.
	5. Employees are subject to a health screening upon arrival at the workplace.
	6. Employees are required to promptly report any signs and symptoms of COVID-19 to the Human Resources Director during work to their supervisor.
	7. Employees are encouraged to wash or sanitize their hands before coming to work, upon entering the building and regularly throughout the workday.
	8. Flexible/alternate work schedules, remote work, or a combination of remote work/in-office work may be considered on a case-by-case basis. These options are neither a benefit nor an entitlement; they are subject to agency business/operational needs and may be ended by the Director or Human Resources Director anytime for any reason.
	9. Use of videoconferencing or teleconferencing for meetings and gatherings will be considered regardless of teleworking or being in the office.

	<p>10. Employees who have been exposed to a person with COVID-19 at the workplace and requiring quarantine will be instructed by the Human Resources Director as to next steps. The employee’s health status, health information or COVID-19-related exposure information will be kept confidential to the extent possible.</p>
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## Carpool and Rideshares

The following protective measures are required whenever two or more persons share either a state vehicle or personal vehicle for work purposes:

- Stay home when sick.
- Increase the fresh air intake via the vents or by slightly opening the windows.
- Clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift, and after an occupant becomes sick. **AGENCIES USING VTS MOTOR POOL VEHICLES.** Vehicle and Travel Services (VTS) has advised that drivers using motor pool cars should bring agency-provided wipes to clean and disinfect frequently touched vehicle surfaces at the beginning and end of each shift, as they no longer provide these supplies or clean between uses. Motor pool cars are typically assigned and rotated based on operational need with the vehicle sitting the longest being the assigned first, etc.

## TRAVEL RESTRICTIONS/GUIDELINES

The following protective measures are required whenever two (2) or more persons intend to share either a state vehicle or personal vehicle for work purposes:

- Stay home when sick.
- Increase the fresh air intake via the vents or by slightly opening the windows.
- Clean and disinfect frequently touched surfaces in the vehicle at the beginning and end of each shift, and after an occupant becomes sick.

All international business travel must be approved by the Office of the State Employer (OSE). Requests are to be submitted through the completion of an [online form](#) and will be considered on a case-by-case basis. OSE determinations or requests for additional information will be returned to the individual submitting the online form. A separate request must be submitted for each employee traveling.

To maximize employee protections and potentially prevent the spreading of COVID-19 to others, all persons traveling on behalf of the Michigan Department of Corrections will follow the latest CDC guidance for domestic and international business travel.

All domestic and international business travel should be delayed until employees are up to date with their COVID-19 vaccination.

## SUPPORT AND RESOURCES

Employees having difficulty transitioning back to in-person office work or who are experiencing other personal or professional challenges are encouraged to access resources provided. 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](mailto: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),

[Employee Service Program \(ESP\)](#) website, or [MCSC-ESP@mi.gov](mailto:MCSC-ESP@mi.gov). Additional health and safety-related resources can be found below:

- [State of Michigan Agency/Department Return to Work Plans](#)
- [CDC COVID-19 Resources](#) (e.g., vaccines, boosters, possible side effects, etc.)
- [Michigan.gov/coronavirus](#) (e.g., emergency rules, epidemic orders, etc.)
- [MIOSHA COVID-19 Resources](#) (e.g., workplace safety documents, emergency rules, etc.)
- [MIOSHA General Industry Safety & Health Standards](#)
- [OSHA COVID-19 Resources](#) (e.g., requirements, guidance, tools, etc.)
- Any applicable [State of Michigan Executive Orders & Directives](#)

## **Vendor/Contractor Plan**

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

### **VENDORS**

- 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.
  - Anyone screened out will be asked to leave the premises immediately
- B. In most cases, masks are not required. However, specific areas may require them. When required, vendors must wear a face covering that meets our acceptable face covering requirements.
- 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 MiOSHA Safety & Health Plan for the company they represent.
- H. Handwashing with soap and water is encouraged. Hand sanitizer must have approval before use by the Warden or Designee.
- I. For any emergent or out of the ordinary vendor visits to the facility, the Warden or Designee will have the final approval before entry.
- J. 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

References:

- **DTMB Design and Construction Requirements**

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

- A. Contractor shall follow all CDC, OSHA, MIOSHA, DHHS, LARA requirements.
  - 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 working on site.
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- 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. Physical Plant will provide the Department Return to Work Plan that includes the requirements around the Contractor and the screening protocol
    - iii. 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. If any mask requirements for the project.
    - vi. Designation of MDOC staff contact for the project
    - vii. Determination will be made if a project escort is required
    - viii. 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.

- ix. Requests to remove equipment from worksite if contractor is quarantined will need to be worked out with Physical Plant Division and Facility Administration
  - x. Location for daily check in including screening and temperature checks.
  - xi. The facility COVID contact will be provided to report any concerns related to facility COVID plan compliance. In addition, Gene Page and the DTMB Project Director must be copied on any reports related to non-compliance
  - xii. 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. Mask requirements will be determined by the location of the project. If masks are required the contractor must provide masks to their employees in accordance with the Department Return to Work Plan. Contractor will check in and out each day with the designated staff contact for the project.
  - iv. Contractor will stay in the area of the project work to minimize staff or prisoner contact.
  - v. If the project is inside the secure perimeter an escort will be provided for the duration of the workday/project.
  - vi. There will be no prisoner work crews working with or in the area of where the project work will be done.
  - vii. Handwashing with soap and water is encouraged.
  - viii. Contractors must wear work gloves where appropriate to prevent skin contact with contaminated services.
  - ix. 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

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