



# Maine Department of Corrections

## MDOC COVID-19 Facility Operations Plans

**Effective: August 23, 2021**

- **Continued monitoring and response**
  - The MDOC continues to monitor the state's COVID-19 situation (including regular consultation with the ME CDC).
  - The MDOC will continue to revise the facility plans, including implementing additional health and safety measures, on a monthly basis until further notice.
    - Additional health and safety measures may also be implemented immediately and may stay in place until further notice, as determined necessary by MDOC's Leadership Team.
- **MDOC Phased Response**
  - Since March 2020, MDOC has adopted a three-phased approach to managing COVID-19. Each phase correlates with specific levels of restrictions, modified operations and access, and use of PPE.
    - At times, MDOC facilities and community corrections may be in different phases.
  - The following criteria will be considered when determining the Department's current phase:
    - Maine's statewide COVID-19 positivity rate reaches or exceeds 2%;
    - ME CDC/ME DOE issue regional or county guidance to schools to temporary close or begin full remote learning due to local COVID-19 transmission rates;
    - ME CDC and/or local hospitals issue guidance or capacity concerns regarding available medical services related to COVID-19 transmission rates regionally or statewide;
    - MDOC confirms one or more positive COVID-19 cases (staff or resident) in a MDOC facility or regional office;
  - MDOC's facility plans and phases will be reviewed, as needed, and at least every 30 days;
  - Any MDOC facility experiencing an active COVID-19 case and/or outbreak may implement more restrictive health and safety measures (including Phase 3 operations), at the direction of the MDOC and facility incident command team;
- **COVID-19 Testing**
  - Facilities will continue to adhere to the MDOC's most recent COVID-19 testing and quarantine plans.
- **COVID-19 Vaccinations**
  - MDOC continues to make COVID-19 vaccines available to all residents as part of the prioritization established by MeCDC;
    - Maine BHR continues to make COVID-19 vaccines available to all State of Maine employees;
  - After being fully vaccinated, staff are still required to adhere to all public health safety measures for COVID-19 response, including hand washing, PPE usage, social distancing, and other requirements outlined in this document and by the MDOC and BHR;
    - All requirements regarding PPE usage and social distancing will be communicated to staff by the facility CAO, after MDOC's consultation with MeCDC and BHR. Requirements may be stricter than the general guidance received by the public due to the congregate setting of correctional facilities.



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- A staff member or resident is considered fully vaccinated 14 days following receipt of the second dose of COVID-19 vaccine in a 2-dose series, or 14 days following receipt of one dose of COVID-19 vaccine in a 1-dose series;
- Staff members and residents that have been fully vaccinated and are determined to be a close contact or contact of concern of a positive COVID-19 case are not required to quarantine unless they become symptomatic for COVID-19;
  - Staff members that have not been fully vaccinated and are determined to be a close contact or contact of concern of a positive COVID-19 case are required to quarantine in accordance with MeCDC and MDOC guidelines.
- **Operational Procedures (Updated)**
  - *Effective July 30, 2021 (until further notice), the following requirements apply to all MDOC staff, residents, and visitors/volunteers/vendors:*
    - All staff (including contracted staff) and residents, regardless of COVID-19 vaccination status, will be required to wear a face covering while indoors at MDOC facilities;
      - Face coverings will continue to be optional when outdoors at MDOC facilities;
    - Other contractors, volunteers, and visitors will be required to wear face coverings when visiting indoors at MDOC facilities;
    - *At any time, the facility or region CAO may implement a heightened PPE requirement due to a site-specific COVID-19 situation;*
  - Social distancing, proper hand hygiene, and applicable face covering requirements will continue to be enforced in all areas of facility operations, and each facility will establish an operational plan in consultation with the MDOC Leadership team to ensure compliance based upon their physical plant, schedules, population, and other logistical considerations;
  - MDOC staff, providers, and any approved entrants must adhere to the MDOC-approved face covering requirements, which includes not wearing neck gaiters, bandanas, chin shields, and other non-approved coverings; MDOC-approved face shields are not an approved substitute for a face covering;
  - Staff, contracted providers, and approved entrants to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, which may include completion of the COVID-19 screening form and compliance with hand hygiene and face covering protocols;
  - Enhanced cleaning and sanitation practices will continue throughout all facilities and areas;
  - Facilities will continue with conducting cell searches on an as needed and random basis, requiring staff to wear appropriate PPE when conducting searches;
  - Facilities will resume drug-testing practices in accordance with MDOC policy;
  - Facilities are encouraged to utilize remote/virtual technology for large group meetings and trainings with staff;
    - The CAO may authorize in-person team briefings and small group meetings and trainings in spaces large enough to comply with any social distancing requirements, as needed;
  - Facility CAOs will continue to identify locations within each facility (e.g. medical clinics, officer stations) in need of protective barriers and will install barriers where necessary for a sustainable operational response.
  - MDOC facilities have discontinued the use of COVID-19 isolation and quarantine units, and have transitioned isolation and quarantine protocols to appropriate housing rooms in general population housing units, after consultation and planning with MDOC's Leadership team;



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- **Visitation:**

- Beginning July 26, 2021, MDOC facilities will begin offering in-person, contact visitation for COVID-19 vaccinated MDOC residents and approved COVID-19 vaccinated visitors (age 12 and over);
  - Visitors to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, which may include completion of the COVID-19 screening form and compliance with hand hygiene and face covering protocols;
  - Visitors (age 12 and over) will be required to provide verification of their COVID-19 vaccination status prior to their scheduled contact visit;
    - Any visitor (age 12 and over) scheduled for contact visitation that is unable to provide proof of vaccination status will be rescheduled for a non-contact visit;
  - Youth visitors (age 11 and under) will not be required to have a COVID-19 vaccination for a contact or non-contact visit, but will be required to wear a face covering while indoors;
  - In-person, non-contact visitation will continue to be offered at each facility for those residents and visitors not currently vaccinated against COVID-19;
  - *At any time, the facility CAO and/or MDOC leadership team may temporarily suspend in-person visitation (contact and/or non-contact) due to the COVID-19 current circumstances;*
- MDOC facilities will also continue offering in-person, non-contact visitation, in addition to video visitation;
  - Visitors to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, which may include completion of the COVID-19 screening form and compliance with hand hygiene and applicable face covering requirements;
  - In person, non-contact visits will utilize current or temporary non-contact visit booths/structures
  - Visitors will be required to provide their name, address, and telephone number to the facility for COVID-19 contact tracing purposes when arriving for their scheduled visit;
- Designated visitation areas will be maintained at each facility, with operational plans established by the facility CAO;
- Each facility's plan will include protocols for social distancing practices, proper hand hygiene, COVID-19 entrance screening, and use of face coverings (if applicable);
  - Face coverings will be available in the event visitors do not have one with them;
  - Children under the age of 5 who are unable to maintain wearing a face covering during the visit will be allowed to continue with the visit (both contact and non-contact visits);
- MDOC residents will be offered access to free video visitation options during this time;
  - All timeframes and schedules will be based upon facility availability and scheduling;
  - All residents will continue to have access to at least 1 video visit per month.
- Professional visits, including attorney visits, will continue to be allowed following the visitation guidelines above, in addition to video visitation;

- **Community Restitution Work:**

- Facility-based and off-grounds community projects which do not require public contact/interaction will continue, as approved by the CAO;
- MDOC pre-release facilities will continue the reopening of their public-facing community restitution work;
  - The facility CAO will determine the appropriate number of residents assigned to community restitution projects, in a gradual manner;
  - A resident's COVID-19 vaccination status may be considered in determining their project assignment, including:



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- Vaccinated residents may be allowed to participate in both public-facing and non-public-facing project sites;
- Non-vaccinated residents may only be allowed to participate in non-public-facing project sites;
- MDOC face covering requirements apply to MDOC residents while on work release;
- *At any time, the facility CAO and/or MDOC leadership team may temporarily suspend community programs (contact and/or non-contact) due to the COVID-19 current circumstances;*
- **Work Release:**
  - Residents will be allowed to participate in on-grounds work release, as determined by the CAO;
  - MDOC pre-release facilities will continue the reopening of their work release programs;
    - The facility CAO will determine the appropriate number of residents assigned to work release, in a gradual manner (increasing the number weekly);
    - A resident's COVID-19 vaccination status may be considered in determining their work assignment, including:
      - Vaccinated residents may be allowed to work at both public-facing and non-public-facing work locations;
      - Non-vaccinated residents may only be allowed to work at non-public-facing work locations;
      - Each approved work release site will continue to be required to have COVID-19 Precaution/Operations Plan for review by the facility CAO;
  - MDOC face covering requirements apply to MDOC residents while on work release;
  - The Maine State Prison Showroom will be designated as a public-facing work release location;
  - LCYDC will allow residents to be eligible for off-grounds work;
    - Vaccinated residents may be allowed to work at both public-facing and non-public-facing work locations;
    - Non-vaccinated residents may only be allowed to work at non-public-facing work locations;
  - *At any time, the facility CAO and/or MDOC leadership team may temporarily suspend community programs (contact and/or non-contact) due to the COVID-19 current circumstances;*
- **Furloughs and Passes**
  - Furloughs and passes off-grounds are allowed for juvenile residents at LCYDC, as approved by the facility CAO.
    - A resident's COVID-19 vaccination status may be considered in determining whether to permit an off-grounds furlough or pass;
  - Furloughs and passes off-grounds are allowed for adult residents.
    - A resident's COVID-19 vaccination status may be considered in determining whether to permit an off-grounds furlough or pass;
  - *At any time, the facility CAO and/or MDOC leadership team may temporarily suspend community programs (contact and/or non-contact) due to the COVID-19 current circumstances;*
- **Death Bed and Funeral Trips**
  - Facilities will allow CAO-approved death bed visits and/or funeral trips, in accordance with MDOC policy;
    - CAOs are encouraged to provide alternative arrangements for death bed visits and funeral-related trips, such as video visits;
    - A resident's COVID-19 vaccination status may be considered in determining whether to permit an in-person deathbed or funeral visit;



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- All approved trips will be required to abide by applicable social distancing, face coverings, and other COVID-19 precautions required in the community;
- All approved trips will adhere to the MDOC's COVID-19 testing plan requirements;
- **Recreation**
  - Recreation activities and plans will continue to be established by the facility CAO, specific to the facility's schedule and layout;
  - Each facility's plan will include protocols for large and small groups, social distancing practices, proper hand hygiene, and applicable face covering requirements;
  - Facility recreation plans and space usage (i.e. weight rooms) will abide by the operation guidelines established by DECD for similar community spaces;
- **Court Trips and Appearances**
  - Any off-grounds court trip will require the facility CAO's approval;
  - All court trips will be subject to MDOC's most recent COVID-19 testing and quarantine plans.
    - Court trips conducted by MDOC staff will not require any period of quarantine, unless otherwise directed by the facility CAO;
  - All court trips conducted by non-MDOC agencies will require the MDOC resident to be quarantined and monitored for 14 days upon return to the MDOC facility;
    - Court trips conducted for fully vaccinated MDOC residents will be exempt from COVID-19 testing and quarantine requirements.
- **MDOC Transfers and County Jail Admissions**
  - All adult resident transfers and admissions will be subject to the MDOC's most recent COVID-19 testing and quarantine plans.
    - Juvenile intakes to LCYDC will be placed onto precautionary monitoring until cleared by PCR test;
    - Adult intakes to MDOC facilities will be placed onto 14-day precautionary monitoring;
      - If a new intake to MDOC is determined to be fully vaccinated (confirmed in ImmPact) and is asymptomatic, they will be released from precautionary monitoring status (upon medical confirmation) and housed in the appropriate general population unit;
  - Internal MDOC facility to facility resident transfers will continue to occur;
    - All transfers will be reviewed and approved by the Director of Classification;
    - *At any time, the Director of Classification may temporarily suspend transfers (contact and/or non-contact) due to the COVID-19 current circumstances;*
  - County jail intakes will continue in a coordinated, scheduled manner as set out by the MDOC's Leadership team, and communicated to Maine Sheriff's Association;
    - County jail intake procedures may be limited and/or modified at any time in response to a correctional facility's (MDOC or county jail) COVID-19 situation;
      - MDOC will immediately communicate any MDOC COVID-19 outbreaks that may impact county jail admissions
    - County jails requesting to transfer a MDOC-sentenced client to the MDOC will be required to contact the MDOC Director of Classification or designee for planning their county jail placement (following sentencing of the client).
      - Upon approval for placement, the MDOC Director of Classification, or designee, will be responsible for notifying the county jail of their intake date and time frame for transfer. (see below for time frames)



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- The MDOC Director of Classification, or designee, will be responsible for notifying the receiving MDOC facility of upcoming approved transfers
    - Male county jail intakes will be accepted on Mondays, Wednesdays, and Thursdays, upon approval for placement.
    - Female county jail intakes will be accepted on Fridays upon approval for placement.
  - A county jail intake arriving at a DOC facility without approval to be accepted and not scheduled for intake will be turned away by the facility Chief Administrative Officer
  - County jails are asked to limit the property transported to DOC facilities as part of the intake process, only transferring allowable and essential property
  - Continued collaboration allows for both the MDOC and county jail to adhere to public health guidelines and recommendations, minimize contact, streamline resources, as well as communicate important client-specific information prior to transfer.
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- **Programming**
    - Facilities will conduct in-person, group programming in large meetings rooms and spaces (group size will be determined by the CAO, or designee, based upon the physical space available in the group room) and maintain social distancing, proper hand hygiene, along with adherence to applicable guidelines for wearing of face coverings by staff and residents. All approved groups will adhere to the facility's cohorting restrictions, as guided by the CAO;
    - Facilities will allow for individual resident meetings and program sessions with case management and treatment staff, in accordance with social distancing, hand hygiene, and face covering requirements;
    - Tele-programming opportunities (including treatment programs, education, and other offerings) will continue and be encouraged within facilities and units, as approved by the Program Directors;
    - Industries will continue operations, at the direction of the facility CAO, with continued Industries work projects;
    - Facilities will implement necessary technology for the sustainable operation of treatment programming, education and vocational training classes;
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- **Dining Hall**
    - Dining services and protocols will be established by the facility CAO, specific to the facility's schedule and layout;
    - Facility kitchen work crews will be screened, daily, prior to beginning work in the kitchen;
    - Each facility's plan will include protocols and requirements for dining hall access and interaction, social distancing practices, proper hand hygiene, and applicable face covering requirements;
    - Facilities are asked to review the guidance from DECD regarding restaurant dining and proper social distancing, hand hygiene, and cloth face coverings when developing their dining plans;
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- **Volunteers and Vendors**
    - All permitted volunteers and vendors will be required to pass the facility's entrance and screening protocols upon arrival at the facility, which may include the COVID-19 screening form and compliance with hand hygiene and applicable face covering requirements;
      - Volunteers and vendors will continue to be required to wear face coverings when visiting indoors at MDOC facilities, unless they provide the facility with proof of COVID-19 vaccination;
    - Vendors/contractors will be permitted on-site at facilities;
    - Volunteers will be permitted on-site at facilities;



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- Volunteer-led activities will continue to be introduced into facility schedules;
- As approved by the CAO or Program Director, facilities will conduct in-person volunteer-led activities in large group rooms and maintain social distancing, proper hand hygiene, along with applicable face covering requirements;
- As approved by the CAO or Program Director, facilities will also allow for individual resident meetings and program sessions with approved volunteers, in accordance with social distancing, hand hygiene, and applicable face covering requirements;
  - Individual volunteer-led sessions may also be allowed using in-person, non-contact protocols and areas, if approved by the Program Director;
- Any approved volunteer coming into a DOC facility will sign an agreement, agreeing to abide by COVID-19-specific guidelines and protocols, or will not be allowed entrance;
- *At any time, the facility CAO and/or MDOC leadership team may temporarily suspend volunteer services and programs (contact and/or non-contact) due to the COVID-19 current circumstances;*
- **Medical and Behavioral Health Services**
  - Routine medical and behavioral health services will continue at all MDOC facilities;
  - At each facility, medical / behavioral healthcare services will overlap with standard operational plans established by the facility CAO;
  - Each facility medical and behavioral health plan will include protocols and requirements for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and applicable face covering requirements;
  - For the continued health and safety of our MDOC medical team, all medical staff at all MDOC facilities will don an approved face covering and gloves (and additional PPE as deemed necessary by the CAO) for all direct medical encounters with residents, including in the clinic, infirmary, and housing units (for example: medication pass, sick call, ICS response, etc.). There are no exceptions to these requirements.
  - At the CAO's determination, MDOC security staff assisting in direct medical encounters will don an approved face covering and gloves (and additional PPE as deemed necessary). Each facility will maintain a listing of identified security assignments impacted by this requirement and ensure compliance.
  - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit;
  - After hours tele-encounters will be continued at facilities in which an established protocol has been developed for use;
  - For the continued health and safety of MDOC staff, security staff conducting medication administration lines will be required to don an approved face covering and gloves (and are encouraged to utilize an approved plastic barrier);
- **Dental Services**
  - Routine dental services will continue at all MDOC facilities;
  - At each facility, dental services will overlap with standard operational plans established by the facility CAO;
  - Each facility dental services plan will include protocols and requirements for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and applicable face covering requirements;
  - Direct dental encounters with patients will include the proper wearing of the most appropriate PPE for the planned encounter;
    - All dental areas require the wearing of a face covering
    - Proper hand washing will occur before and after all patient direct encounters



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- All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit
- Resumed services will include Dentist, Oral Surgeons, Denturist, Dental Hygienist, and Dental Assistants
  - Facility dental services will comply with the Maine Board of Dentistry, Wellpath, and Maine CDC's standard recommendations for dental practices;