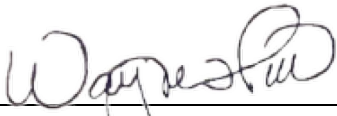

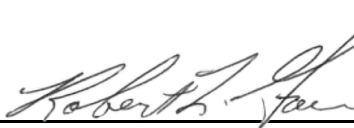


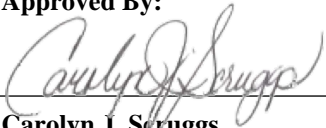


Department Directive


Wayne Hill
Commissioner of Correction


Michael R. Resnick
Commissioner
Division of Pretrial and
Detention Services


Robert L. Green
Secretary

Title: Inmate Personal Grooming	Directive Number: OPS.200.0011
Related MD Statute/Regulations: COMAR : 12.03.01.04 & 12.14.04.05	Rescinds and Replaces: DPDS.185.0011 – Inmate’s Personal Grooming, dated April 30, 2015.
Related ACA and MCCS Standards: 4-4137, 4-4139, 4-4283, 4-4341; ACI - .04D & .05J, ADC/ADDF - .04D & .05K; 1-CORE-4B-03; 1-CORE-6A-07	Approved By:  Carolyn J. Scruggs Assistant Secretary
Related Directives: DOC.055.0003 – Control and Disposal of Infectious Bodily Material DPDS.080.0004 – Safety and Sanitation DOC.110.0020 – Tool Control and Use OPS.175.0002 - No Cost: Admission, Menstrual Hygiene, and Welfare Kits DOC.200.0001 – Inmate Rights OPS.131.0001 – Identification, Treatment and Correctional Management of an Inmate Diagnosed with Gender Dysphoria	Issued Date: October 20, 2020 Effective Date: October 20, 2020
Variance: Each facility shall issue a facility directive necessary to implement and comply with this Department directive.	Number of Pages: 7

.01 Purpose.

The purpose of this directive is to establish and maintain written policy and procedures for inmate personal grooming and to establish sanitation guidelines for inmate hair care services within the Department of Public Safety and Correctional Services (Department).

.02 Scope.

This directive applies to all units of the Department responsible for the custody and security of an inmate under the authority of the Department.

.03 Policy.

- A. All inmates shall be responsible for maintaining reasonable standards of grooming and cleanliness.
- B. It is the policy of the Department to allow inmates personal freedom in their appearance as long as an inmate’s appearance does not conflict with the Department’s requirements for maintaining safety, security, sanitation, and inmate identification.

- C. The Department shall effectively manage an inmate's access to personal grooming items, supplies, and services by ensuring that personal hygiene items and services necessary for maintaining proper personal hygiene are routinely and readily available.
- D. The Department shall establish and follow procedures for infectious disease prevention and control measures, as well as perform efficient sanitation and infection control practices when providing personal hygiene services to inmates.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) Inmate.

(a) "Inmate" has the meaning state in Correctional Services Article, §1-101, Annotated Code of Maryland: "[An] 'Inmate' means an individual who is actually or constructively detained or confined in a correctional facility."

(b) "Inmate" includes an individual in pretrial, pre-sentenced (post guilty finding but before sentencing), or post-sentenced status.

(2) "Disinfect" means to clean a surface or inanimate object with a chemical agent as prescribed by the manufacturer.

(3) "Managing official" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland.

(4) "Occupational Safety and Health Administration (OSHA)" means a federal agency that sets and enforces health and safety standards for employers and their workers.

(5) "Personal grooming" means the practice of cleaning, grooming, and maintaining parts of an individual's body.

(6) "Personal hygiene articles" means any item in an Admission, Menstrual Hygiene, or Welfare Kit except for envelopes, writing paper, and pens as defined in [OPS.175.0002– No Cost: Admission, Menstrual Hygiene, and Welfare Kits](#).

.05 Responsibility/Procedures.

A. **The Managing Official shall:**

- (1) Establish a haircutting schedule based on the facility's daily operations and ability to operate a barbershop effectively.
- (2) Establish and maintain a system of accountability and disposal for barbering tools in accordance with policies and procedures governing tool control and use.
- (3) Establish written procedures governing inmate personal grooming supply distribution and services. Restrictions placed on personal grooming choices are established to ensure:
 - (a) Adherence to statutory and regulatory requirements; and
 - (b) The safety and security of the facility, inmates, and staff.
- (4) Ensure that written procedures concerning personal grooming, at minimum address:
 - (a) That an inmate may only receive a basic haircut (e.g. no graphics, words, or complex shapes);
 - (b) Verification of an inmate barber's occupational skill or license for the state of Maryland;
 - (c) The facility's specific safety and security procedures established for barbering in accordance with this directive and applicable security directives;
 - (d) The facility's specific sanitation measures for inmate bathing and restroom facilities in accordance with policies and procedures governing safety and sanitation;
 - (e) An inmate's:
 - (i) Work assignment;
 - (ii) Security status;
 - (iii) Religious practice;
 - (iv) Gender identity;
 - (v) Physical and mental health needs; and
 - (f) An inmate's wearing of personal clothing:
 - (i) Within the facility in accordance with policies and procedures governing inmate property; and
 - (ii) For authorized appearances outside the facility.

(5) Ensure that:

- (a) Inmates have access to operable showers with temperature controlled hot and cold running water;
- (b) Reasonable accommodations are made to ensure that showers are accessible and usable by inmates with disabilities;
- (c) An adequate number of operable toilets and shower facilities are provided to maintain personal hygiene in accordance with regulatory mandates;
- (d) Inmates have access to toilets and handwashing facilities 24-hours per day, unless exigent circumstances impede this provision;
- (e) Barbering and hair care services comply with applicable health, safety, and security requirements;
- (f) Barbers receive adequate safety and sanitation training during employment orientation that:
 - (i) Includes, but is not limited to, safeguarding inmates and staff against blood borne pathogens and respiratory hazards; and
 - (ii) Is acknowledged by signing an employment orientation form.
- (g) Adequate control measures and process indicators are established for audit purposes; and
- (h) Restrictions placed on inmate appearance are specified in the inmate handbook, communicated to inmates during orientation, and consistently enforced.

B. Safety and Security.

- (1) The Managing official shall ensure bathing and toilet facilities provide an inmate with a reasonable amount of privacy in order to prevent voyeurism and sexual harassment in accordance with [DPSCS.020.0026 – Prison Rape Elimination Act – Federal Standards Compliance](#).
- (2) Inmates shall maintain a reasonable standard of personal grooming in accordance with this directive and shall be subject to discipline under [COMAR 12.03.01.04H](#) upon a failure to do so.
- (3) The Managing official may require an inmate to change grooming practices such as hair or beard length or other grooming practices in order to:

- (a) Prevent and/or treat an infectious disease in as stated in [OPS.105.0002- Inmate Refusal to Participate in Infectious Disease Screening, Testing, and Prevention](#);
 - (b) Avoid the concealment of contraband;
 - (c) Maintain the safety and security of the facility, inmates, visitors, and staff; and
 - (d) Prevent an inmate from changing the inmate's appearance in such a manner that would jeopardize the inmate's accurate identification.
- (4) In accordance with [OPS.220.0004—Inmate Personal Property](#), inmates are not permitted to possess or wear cosmetics.
- (5) In accordance with the policies and procedures established in [OPS.140.0002—Religious Services Manual](#), an inmate's religious practices will be considered when and inmate's hairstyle or beard length exceed the facility's standard security norms.
- (6) In accordance with the [Chronic Disease Management Manual](#), the [Medical Evaluations Manual](#), and the DPSCS Mental Health Manual, medical personnel may issue a medical order for the imposition, restriction, or limitation of an inmate's personal grooming practices.

C. Infection Control Measures for Hair Grooming Services.

- (1) The Managing official shall:
- (a) Ensure that hygiene instructions are posted inside the area being used to perform hair grooming services;
 - (b) Ensure that correctional staff complete a *Barber Station Evaluation Form* (Appendix A), before the barber performs any hair grooming services; and
 - (c) Ensure that an inmate receiving a hair grooming service signs the *Sign-Up Grooming Log* (Appendix B).
- (2) All towels, linens, and capes that come in contact with the client's skin shall be laundered with detergent and bleach according to label directions.
- (3) Clean laundered linen, towels, and capes shall be used for each client. If disposable options are available, disposable capes or towels shall be discarded after each use.
- (4) All barbering uniforms or smocks shall be washed at the closure of the barbering session or prior to the next working day.

- (5) Before and after each client receives any hair grooming services, an Environmental Protection Agency (EPA) registered hospital grade-tuberculocidal disinfectant shall be used on all work surfaces and equipment that come into contact with the client, to include the sanitation of:
 - (a) Barbering station countertops;
 - (b) Barber chairs;
 - (c) Armrests;
 - (d) Headrest;
 - (e) Footrest; and
 - (f) Any other surface that came into contact with the client.
- (6) Hair clippers shall be cleaned by the barber before and after each client receives any hair grooming services, which shall include at minimum:
 - (a) Cleaning the blade with an authorized disinfectant solution and/or spray;
 - (b) Using a barbering brush to carefully remove any foreign material from the blade; and
 - (c) Following the manufacturer's recommendation regarding sanitation.
- (7) Once the client hair grooming session has ended, general sanitation procedures shall be adhered to for cleaning the floor, doorknobs, windows, barber mats, etc.
- (8) Blood contaminated materials shall be disposed of immediately in accordance with [DPSCSM.055.0008—Occupational Exposure to Bloodborne Pathogens Manual](#) governing the control and disposal of infectious bodily material per OSHA guidelines.
- (9) Additional safe work practices and sanitation procedures are outlined in *DPSCS Barbering Guidelines* (Appendix C).

D. During a catastrophic health emergency, the Department shall implement the *Barbershop Standard Operating Procedures During a Catastrophic Health Emergency* (Appendix D).

.06 Appendix.

- A.** Sample - Barber Station Evaluation Form
- B.** Sample - Sign-Up Grooming log
- C.** DPSCS Barbering Guidelines

D. Barbershop Standard Operating Procedures During a Catastrophic Health Emergency

.07 History.

- A.** This directive rescinds and replaces DPDS.185.0011 – Inmate’s Personal Grooming, dated April 30, 2015.
- B.** This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.08 Distribution.

A, B, and L



Department of Public Safety and Correctional Services

Barber Station Audit/Evaluation Form

Facility:		Housing Unit/Station:		Date:			
Correctional Officer Name:		REASON FOR INSPECTION:					
		Opening <input type="checkbox"/>	Closing <input type="checkbox"/>	Emergency <input type="checkbox"/>	Other <input type="checkbox"/>		
Barber Name:		Housing Unit:		Time:			
Barbering Station and Site:					YES	NO	N/A
A. Are barbering rules visible to both barber and client?							
B. Are sanitation rules visible to both barber and client?							
C. Is the barbering station clean and free from debris, such as spilled water, paper, etc.?							
D. Is the barbering station properly set up with appropriate equipment?							
E. Is the barber signed in on an accountability log?							
Sanitation Protocols:					YES	NO	N/A
A. Are clean capes, towels, and neck strips available for the client?							
B. Are the barbering mats and floors clean?							
C. Is the barber using disinfect solution responsibly in accordance with training and manufacture's recommendation?							
D. Did the barber clean their barbering tools before use, i.e. combs, clipper blades, etc.?							
E. Where safety and sanitation concerns documented, if any?							
F. Did the barber disinfect the barbering chair and any other equipment, or surface that may come in contact with the client's skin, i.e. barber chairs, armrest, headrest, and any other surface?							
Administrative (Complete Section by Correctional Supervisor)					YES	NO	N/A
A. Was a sign in log used to account for all inmates receiving haircuts?							
B. Did correctional staff document the condition of all barbering tools?							
C. Did staff account for all working tools upon the opening and closing of the barbershop, e.g Facility Tool Accountability form?							
D. Did correctional staff follow all procedures for documenting and reporting broken and/or missing barbering tools, if any?							
COVID – 19 Health Emergency					YES	NO	N/A
A. Was the barber and inmate(s) who is receiving a haircut screened for COVID-19 symptoms using the DPSCS Screening Questionnaire for Congregate Care (Correctional) Facilities form and checked for an elevated temperature using an authorized thermometer?							
B. Was the barber and inmate(s) who is receiving a haircut, issued a disposable mask upon entering the reception area or barbershop?							
C. Is the social distancing guideline (6ft. or more separation between inmates) being enforced in the reception area and barbershop?							
D. Are COVID signage displayed in the barbershop and reception area?							
E. Did the barber receive a washable smock and disposable gloves, prior to initiating a haircut?							

Reviewer Signature

Date



Department of Public Safety and Correctional Services

Sign-Up Grooming Log

Housing Location: _____

Date: _____

By signing this document below, I agree that I have read the Posted Hygiene Instructions and agree to have my hair grooming services provided by the facility's barbershop, and in addition, I will abide by the policy/procedure, rules, and regulations governing this facility.

	Name	I.D. #	Housing/Bed	Grooming Received
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Cleaning and Disinfecting Barbering Tools - Guidelines

Disinfecting Clippers and Outliners

The decontamination of electrical tools such as clippers and outliners require a different approach than the non-electrical tools and implements. Hair particles and bacteria become trapped between and behind clipper blades, so cleaning and disinfecting these tools is very important. Since clipper blades and outliners cannot be completely immersed in a water-based disinfectant and most spray disinfectants alone are not sufficient for thorough disinfection, products containing a petroleum distillate, such as a liquid blades wash are the usual choice for the decontamination procedure. Consider the following steps for decontaminating clipper and outliners:

1. Arrange all supplies, products, and tools on a clean work surface;
2. Pour blade wash into a glass, plastic, or disposable container wide enough to accommodate the width of the clipper blades to a depth of approximately ½ inch;
3. Remove all hair particles from clipper blades with a stiff brush;
4. Submerge only the cutting teeth of the clipper blades into the blade wash and turn the unit on. Run the blades in the solution until no hair particles are seen being dislodged from between the blades;
5. Remove the clippers and wipe the blades with a clean, dry towel;
6. Spray the clipper blade with a lubricant and/or spray clipper disinfectant. Grease or oil clipper parts as necessary;
7. Sanitize the conductor cord and store in a clean, closed container until needed for use; and
8. Follow these procedures before and after servicing each client.

Decontaminating Towel, Linens and Capes

Clean towels and linen must be used for each client. All towels, linens, and capes that come into contact with a client should be laundered with detergent and bleach according to label directions. It is advisable to maintain a sufficient supply of these items for use in the barbershop to avoid the spread of infectious agents and particles. Clean towels, capes, and linen should be stored in a dry clean area. Disposable neck strips should be used to keep capes from touching the client's skin and should be disposed after each use.

Hand Washing

Hand washing is one of the most important and easiest ways to prevent the spread of germs from one person to another. Thorough hand washing requires rubbing the hands and under the nails with warm soapy water for at least 20 seconds and drying the hands with a clean paper towel. Moisturizing lotion can help prevent dry skin that may otherwise occur because of repeated hand washing



September 1, 2020

Barbershop Standard Operating Procedures During a Catastrophic Health Emergency

.01 APPLICABLE TO:

This Standard Operating Procedure is applicable to all inmates receiving haircuts within all DPSCS facilities during a catastrophic health emergency.

.02 PROCEDURES:

A. The **managing official** of each facility shall ensure:

- (1) A haircutting schedule based on the facility's daily operations and availability is implemented to effectively operate the barbershops.
- (2) Barbershops operate at a capacity that allows for six feet separation or more between inmates to ensure social distancing is maintained, in accordance with the guidelines established by the Center for Disease Control (CDC).
- (3) Establish schedule of capacity for each session by appointment slots to comply with the following:
 - (a) No reception holding of inmates unless the holding area can comply with social distancing 6 ft. or more;
 - (b) All inmates shall wear their mask in the reception area and barbershop; and
 - (c) Display COVID -19 signage in the barbershop and reception area.
- (4) All inmate issued personal protective equipment (PPE) shall be in accordance with all CDC and Maryland Department of Health (MDH) guidelines, and shall be properly sanitized.
- (5) All barbers adhere to the National Interstate Council of State Boards of Cosmetology Reopening checklist or referring to Maryland Department of Labor checklist.
- (6) Inmates are prescreened by officers for COVID-19 symptoms and be checked for an elevated temperature.
- (7) An inmate barber is:

- (a) Placed in quarantine for 14 days prior to initiation of barbering;
 - (b) Receives a COVID-19 test on the first day of quarantine; and
 - (c) Receives another test at least three days prior to beginning barbering.
- (8) An inmate barber only initiates a haircut schedule after the tests results for COVID-19 have been confirmed negative.
- (9) An inmate barber is tested:
- (a) Weekly for COVID-19; and
 - (b) Daily for COVID-19 Symptoms and elevated temperature.
- (10) The following personal protection equipment is issued to an inmate barber:
- (a) A washable smock;
 - (b) Issued a disposable mask; and
 - (c) Disposable gloves.
- (11) An inmate barber:
- (a) Is issued a sufficient supply of hand sanitizer and soap to maintain proper hand hygiene throughout the day; and
 - (b) Discards each pair of disposable gloves upon completing each haircut.
- B.** The correctional officers shall ensure the inmate receiving the haircut:
- (1) Is checked for an elevated temperature;
 - (2) Answers all questions related to the onset or expression of COVID-19 symptoms;
 - (3) Practices proper hand hygiene before and after the haircut; and
 - (4) Is issued a disposable mask upon entering the barbershop.
- C.** The inmate barber shall:
- (1) Be issued:
 - (a) A new disposable mask only if the mask becomes soiled or wet;

- (b) A new washable smock, only if the smock becomes soiled or wet; and
- (c) New non-latex gloves before beginning a haircut with a new client;
- (2) Only provide a basic haircut. No beard, mustache, or detail grooming shall be received at this time.
- (3) Ensure proper hand hygiene is performed between each client and new gloves are donned;
- (4) Ensure all barbershop equipment such as clippers, blades, blade guards, combs, chairs, and stool are sanitized after each use;
- (5) Document in the barbering log the cleaning of all barbering equipment, to include countertop, floors, doorknobs, between each client;
- (6) Ensure that his or her clothes are washed after each barber cutting session; and
- (7) Shower immediately upon returning to his or her housing unit.

.03 AUTHORIZED BY:



Wayne Hill, Acting Deputy Secretary of Operations

.04 DISTRIBUTION:

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