



Division of Correction

*Paul B. O'Flaherty*

Authorized by:  
Paul O'Flaherty  
Assistant Commissioner

*J. Michael Stouffer*

Approved by:  
J. Michael Stouffer  
Commissioner

<b>Title: Preventing Methicillin-Resistant Staphylococcus Aureus (MRSA)</b>	<b>Directive Number: DOC.055.0001</b>
<b>Related MD Statute/Regulations:</b> N/A	<b>Supersedes: None</b>
<b>Related ACA Standards:</b> ACA 4-4281, 4-4351, 4-4354, 4-4356, 4-4363, and 4-4365	<b>Authorized By:</b> Assistant Commissioner of Program and Services
<b>Related MCCS Standards:</b> MCCS .03D, .03G, .03H, .04A and .05F	<b>Issue Date: February 23, 2009</b>
<b>Related DOC Directives:</b> DOC.001.0008; DOC.001.0009; DOC.055.0003;DOC.080.0005; DOC.110.0003;DOC.110.0024; DOC.160.0009; DOC.220.0004	<b>Effective Date: April 22, 2009</b>
<b>Other References:</b> Office of Treatment Services: Infection Control Manual National Institute of Corrections	<b>Number of Pages: 9</b>

**Division of Correction Directive**

**.01 Purpose.**

This directive establishes policy and procedure to prevent and control Methicillin-Resistant Staphylococcus Aureus from spreading to a staff member, a visitor and an inmate in a correctional environment.

**.02 Scope.**

- A. This directive applies to a Division of Correction staff member and an inmate.
- B. This directive applies to each facility dietary department, except for the contractor located in the Baltimore region.

**.03 Policy.**

- A. The Division of Correction promotes a safe and healthy environment for a staff member, an inmate and a visitor by preventing and controlling the spread of Methicillin Resistant Staphylococcus Aureus (MRSA).
- B. The Division of Correction is responsible for training and educating a staff member, a visitor and an inmate regarding effective sanitation procedure to minimize risk and exposure to MRSA infection.

**.04 Definitions.**

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) “Blood Spill Cleanup Crew code” means a code used by Commitment to award an inmate monthly diminution of confinement credits for assignment to blood spill cleanup in a facility.
- (2) “Contagious” means a communicable disease spread by direct or indirect contact.
- (3) “Contracted” means to become affected with.
- (4) “Disease” means any deviation of the body from its normal or healthy state or any destructive process in an organ or organism.
- (5) “Infectious” means containing a disease producing organism or matter that is likely to cause an infection and that can spread or affect others.
- (6) “Maryland Correctional Enterprises (MCE) CorrectPac Germicidal Detergent” means an EPA registered disinfectant/detergent with an approved claim of effectiveness against MRSA and other infectious organisms on environmental services.
- (7) “MCE CorrectPac Sanitizer” means an EPA registered sanitizer with an approved claim of effectiveness against MRSA and other infectious organisms on environmental surfaces.
- (8) “MCE MRSA Prevention Team” means an inmate job assignment in a facility.
- (9) “Methicillin-resistant *Staphylococcus aureus* (MRSA)” means a type of bacteria that is resistant to certain antibiotics. These antibiotics include methicillin and other more common antibiotics such as oxacillin, penicillin, and amoxicillin. MRSA occurs most frequently among persons in community-associated housing such as a correctional facility.
- (10) “Staphylococcus aureus” means a type of bacteria that is found on the skin and in the nose of healthy persons, which may cause minor skin infections such as boils; and serious infections such as pneumonia and blood poisoning.
- (11) “Strong (10 percent) bleach solution” means 1 ounce bleach to 9 ounces water. The solution is a strong “caustic” used to disinfect excreta and bodies. A strong bleach solution is also used to prepare the 1 percent bleach solution. (Retrieved: September 9, 2008. <http://www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/section5.htm>).
- (12) “Transmitted” means to pass along or impart a disease.
- (13) “Weak (1 percent) bleach solution” means a solution that is prepared by mixing 1 ounce of the strong bleach solution with 9 ounces water. The solution is used to disinfect surfaces, medical equipment, patient bedding, reusable protective clothing before it is laundered (Retrieved: September 9, 2008. <http://www.cdc.gov/ncidod/dvrd/spb/mnpages/vhfmanual/section5.htm>).

## **.05 Transmittal/Responsibility.**

A. MRSA and various other diseases can be transmitted and contracted by:

- (1) Direct physical contact with an infected individual;
- (2) Contact with contaminated objects or surfaces; and

- (3) Contact with an infected individual who has pneumonia.

B. Managing Official Responsibility.

- (1) The managing official or a designee shall promote a safe and healthy environment for a staff member, a visitor and an inmate.
- (2) The managing official or a designee shall minimize the risk of MRSA exposure by:
  - (a) Meeting with the Medical Advisory Committee (MAC) and the facility Environmental Compliance and Safety Officer to develop, update and implement a facility specific MRSA action plan;
  - (b) Establishing and implementing new preventive and treatment strategies;
  - (c) Discussing, reviewing and reporting, to Employee Health Services, a newly identified staff member or an inmate with MRSA according to department procedures;
  - (d) Educating a staff member, a visitor and an inmate in preventive measures; and
  - (e) Ensuring case management develops a job bank list and assigns an inmate to the MCE MRSA Prevention Cleaning Team.
    - (i) A cleaning team is required for each facility and each shift.
    - (ii) The cleaning team shall clean an assigned area daily.
    - (iii) Case management shall use the general Blood Spill Cleanup Crew code to assign an inmate to the MCE MRSA Prevention Cleaning Team.
- (3) The managing official or a designee shall also ensure:
  - (a) Usage of a strong bleach solution to clean blood spills;
  - (b) Usage of a weak bleach solution to disinfect handles and doorways;
  - (c) Usage of department approved MCE Correct Pac Germicidal Detergent to clean tables;
  - (d) Usage of an anti-microbial agent on an inmate's clothing and mattresses;
  - (e) Removal of bar soap from the infirmary, gym, kitchen, warehouse, shop or any other common area;
  - (f) Purchase, installation, maintenance and protection of soap dispensers in the areas listed in §.05.B.(3)(e);
  - (g) Purchase of non-alcoholic liquid soap to fill the soap dispensers identified in §.05.B.(3)(f);
  - (h) Emergency plans include MRSA precautions as deemed necessary by the regional assistant commissioner;

- (i) A non-alcoholic hand sanitizer dispenser, with department approved hand sanitizer, is available for a staff member and a visitor's usage at the:
  - (i) Facility front entrance;
  - (ii) Dining room entrance (a dispenser placed at this entrance shall have protective covering to prevent damage);
  - (iii) Visiting room; and
  - (iv) Any other public location in the facility; and
- (j) Purchase of MCE signs about sanitizing and washing hands.

C. Identification and Treatment.

- (1) A correctional officer or a staff member is responsible for:
  - (a) Notifying a supervisor of an inmate or a visitor with a visible, reported, or self-reported:
    - (i) Sore or pus;
    - (ii) Wound or scar;
    - (iii) Boil; and
    - (iv) Insect or spider bite;
  - (b) Documenting supervisor notification in the post logbook;
  - (c) Calling medical to refer the inmate;
  - (d) Upon medical's approval:
    - (i) For a general population inmate, writing a pass for medical to see the inmate; and
    - (ii) For an inmate on restricted status, escorting the inmate to medical according to facility escorting procedures;
  - (e) For a visitor with symptoms described in §.05.C.(1)(a)(i)-(iv), offering a bandage to cover the affected area; and
  - (f) Encouraging an inmate to shower as often as possible.
- (2) Medical staff shall handle an inmate referral in accordance with the Office of Treatment Services Infection Control Manual.
- (3) A supervisor is responsible for ensuring medical evaluates a referred inmate.

D. Hand Washing and Sanitizing.

- (1) The environmental compliance and safety officer (ESCO) or a designee shall post signs about sanitizing and washing hands.
- (2) The posted sign shall cover sanitizing and washing hands before:
  - (a) Preparing or eating food;
  - (b) After going to the restroom;
  - (c) After blowing the nose, coughing or sneezing;
  - (d) After handling trash or debris;
  - (e) After contact with an inmate who is ill; and
  - (f) After removing latex gloves.
- (3) A staff member may bring .8 fluid ounces of clear non-alcoholic hand sanitizer into a correctional facility daily for personal use.

E. Personal Protection Equipment.

- (1) A correctional officer may not wear leather gloves during searches.
- (2) A supervisor is responsible for ensuring:
  - (a) Latex gloves are available for staff member use when:
    - (i) Transporting an inmate suspected of contact with a skin-to-skin communicable disease;
    - (ii) Conducting a body search if contact is expected with blood or bodily fluids or if open skin contact is likely (The staff member shall change gloves between each inmate contact); and
    - (iii) Handling dirty laundry;
  - (b) A staff member uses Nitrile powder free latex gloves:
    - (i) A gown and a mask when, instructed by medical personnel; and
    - (ii) When conducting a physical plant search;
  - (c) Usage of an N-95 respirator, by a correctional officer that has completed fit testing, when an inmate has tuberculosis, respiratory MRSA or other airborne contagious disease when:
    - (i) Entering an isolation room; or
    - (ii) Transporting an inmate;
  - (d) An inmate wears Nitrile powder free latex gloves when working in an area that may be contaminated; and

- (e) Posting of sanitation requirements for each facility area.
- (3) A supervisor shall document and take corrective action when a staff member refuses to wear personal protective equipment.

F. Sanitation.

- (1) An environmental compliance and safety officer (ECSO), or a designee, shall be responsible for ensuring:
  - (a) An employee or an inmate responsible for preparing, storing and using strong and weak bleach solutions (see Appendix 1) receive training;
  - (b) An employee and an inmate responsible for preparing and using the MCE CorrectPac Germicidal Detergent and the entire MCE CorrectPac Product Line receive training;
  - (c) A solid waste container is covered and the content is disposed of properly;
  - (d) The restroom and hand washing facility is clean and appropriately stocked with anti-microbial or anti-germicidal foam soap;
  - (e) Paper towels are in dispensers;
  - (f) Usage of the MCE CorrectPac Product line in the facility;
  - (g) Delivery of quarterly training to:
    - (i) Safety and sanitation officers; and
    - (ii) The inmate MCE MRSA Prevention Cleaning Team;
  - (h) Posting of signs from MCE explaining proper techniques for hand washing:
    - (i) On all restroom doors as well as on the interior of doors;
    - (ii) In inmate dayrooms;
    - (iii) Inmate common areas;
    - (iv) Non-inmate areas;
    - (v) In the visitor room; and
    - (vi) Staff areas.
- (2) The officer in charge or a designee is responsible for ensuring:
  - (a) When an inmate changes cells, an inmate worker ensures proper handling and laundering of the bedding in the facility washing machine or laundering of the bedding at the Central Laundry facility;

- (b) When an inmate changes cells, an inmate worker disinfects the mattress and cell with the MCE CorrectPac Germicidal Detergent;
  - (c) An inmate worker cleans a segregation cell upon turnover with the MCE CorrectPac Germicidal Detergent;
  - (d) An inmate worker in the MCE MRSA Prevention Cleaning Team cleans and disinfects high traffic areas such as sinks, showers, and toilets a minimum of twice daily with the MCE CorrectPac Germicidal Detergent;
  - (e) An inmate worker cleans recreational equipment (e.g., card tables, floor mats used in academies, barbershop equipment, clippers, etc) between every inmate use and during each shift with the MCE CorrectPac Germicidal Detergent; and
  - (f) The inmate worker documents in a logbook the cleaning of recreational equipment.
- (3) The armory officer, or a designee, shall be responsible for:
- (a) Sanitizing the following portable security equipment with the non-corrosive MCE CorrectPac Germicidal Detergent:
    - (i) Handcuffs;
    - (ii) Shackles;
    - (iii) Leg irons;
    - (iv) Waist chains;
    - (v) Black boxes;
    - (vi) Pagers;
    - (vii) Cell phones; and
    - (viii) Portable radios;
  - (b) Sanitizing the portable security equipment listed in §.05.F.(3)(a)(i)-(viii) at the end of each respective shift; and
  - (c) Cleaning the leg irons with a weak bleach solution, if applied to an inmate that has a current or suspected MRSA infection.
- (4) A Correctional Dietary Manager is responsible for:
- (a) Obtaining a medical clearance form for an inmate worker assigned to the department;
  - (b) Observing a food handler and an inmate kitchen worker using proper personal hygiene practices;
  - (c) Checking hands of a correctional dietary officer and an inmate kitchen worker to ensure no open wounds as detailed in DOC.160.0009;

- (d) Requesting an updated medical clearance form for an inmate kitchen worker referred to medical with an open wound and sore before that inmate resumes duties in the dietary department;
  - (e) Ensuring sanitation of the kitchen area with a weak bleach solution (see Appendix 1) at least twice daily to destroy bacteria on surfaces to include:
    - (i) Doors; and
    - (ii) Doorknobs;
  - (f) Ensuring an inmate worker uses the MCE CorrectPac Germicidal Detergent to clean countertops and other hard surfaces; and
  - (g) Ensuring an inmate worker uses the MCE CorrectPac Germicidal Detergent to clean all dietary tables between meals.
- (5) A Maintenance Supervisor or a designee is responsible for:
- (a) Maintaining laundry machine temperatures between 140° and 160°; and
  - (b) Setting dryer heat temperatures to at least 140°.
- (6) A staff member is responsible for:
- (a) Cleaning uniforms and clothing as often as necessary to ensure the uniform or clothing does not harbor bacteria; and
  - (b) Washing contaminated laundry at a temperature between 140° and 160° to kill bacteria.
- (7) To reduce exposure to MRSA, an inmate is responsible for:
- (a) Refraining from sharing bar soap, personal items (razors, towels or combs) with others;
  - (b) Removing bar soap from the shower after each use;
  - (c) Cleaning clothing as often as necessary to ensure the clothing does not harbor bacteria; and
  - (d) Cleaning cells frequently.

#### G. Education for a Staff Member and an Inmate.

- (1) The managing official or a designee is responsible for ensuring a new or existing staff member receives information regarding MRSA prevention to include:
  - (a) A video presentation developed by employee health services;
  - (b) A video presentation and demonstration of proper hand washing techniques;
  - (c) A MRSA Prevention Fact Sheet (Appendix 2) as part of staff orientation; and
  - (d) Annual in-service training on MRSA and other infectious diseases.



- (2) The managing official or a designee shall establish procedures for ensuring:
  - (a) An inmate receives an MRSA Prevention Fact sheet in their orientation packet;
  - (b) An inmate receives an opportunity to participate in a question-and-answer session regarding MRSA prevention conducted by medical or facility staff during inmate orientation;
  - (c) The inmate advisory counsel, the blood spill crew, and the MCE MRSA Prevention Cleaning Team receive a video presentation and hand washing demonstration;
  - (d) Documentation of the training; and
  - (e) The facility Inmate Handbook and Inmate Newsletter includes MRSA prevention information.
- (3) Each quarter, an ECSO shall attend roll call for each shift to:
  - (a) Discuss new MRSA prevention procedures; and
  - (b) Remind each officer of current policy regarding:
    - (i) Washing hands; and
    - (ii) Wearing gloves.

**.06 Attachment(s).**

- A. Appendix 1, Methicillin-Resistant Staphylococcus Aureus (Preparing Bleach Solutions, Cleaning Walls and Other Surfaces).
- B. Appendix 2, Methicillin-Resistant Staphylococcus Aureus (MRSA) Prevention Fact Sheet.
- C. Appendix 3, Policy Management Audit Form (DOC Form 1-2aR).
- D. Appendix 4, Policy Management Compliance Plan (DOC Form 1-2bR).

**.07 History.**

Replaces, Division of Correction Information Bulletin (DCIB) # 03-07; Methicillin Resistant Staphylococcus Aureus (MRSA).

Replaces, Division of Correction Information Bulletin (DCIB) # 04-06; Methicillin Resistant Staphylococcus Aureus (MRSA).

**.08 Distribution:**

A  
L  
S