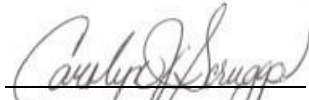

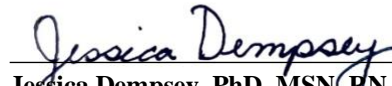




CHANGE NOTICE


Carolyn J. Scruggs
Assistant Secretary


Robert L. Green
Secretary

Title: Utilization of Protective Equipment and Additional Levels of Protection during a Catastrophic Health Emergency	Directive Number: DPSCS.055.0012
Related Statute/Regulations: Correctional Services Article, §§ 3-203, 3-211, 7-501, 7-505, 9-303, 9-305, 11-726, AMC 29 CFR 1910.134	Supersedes: DPSCS.055.0012 dated November 4, 2020
Related ACA and MCCS Standards: 5-ACI: 1E-02; 2B-03; 2C-02; 5A-01; 1-CORE-4C-06 MCCS: 12.14.04.02	Authorized By:  Jessica Dempsey, PhD, MSN, RN Director of Nursing, Occupational Health, and Safety
Related Policy: DPP General Order 20-003—Reopening DPP Offices During COVID-19 State of Emergency	Issued Date: March 26, 2021 Effective Date: March 26, 2021
Variance: No Division or Facility Directive, IB, or General Post Order is Permitted.	Number of Pages: 17

DPSCS.055.0012 CHANGE NOTICE 01-21 EFFECTIVE DATE 05-20-2021

CHANGE NOTICE #1 TO THIS DIRECTIVE

Remove existing text in §.06 of this directive and insert the following revised text:

.06 PROCEDURES.

A. Employee Entry Procedures for All DPSCS Office Buildings. By order of the Secretary, all employees shall be screened before entering a Department office building or the secure perimeter of a correctional facility in accordance with OOS IB # 2020-07 – Entry Access Protocols for all State-Operated Facilities and Buildings During COVID-19 by:

- (1) Having their temperatures taken; and
- (2) Being interviewed using the most current COVID-19 Screening Questionnaire.

B. When Working in Congregate Care Facilities with Inmates.

- (1) Front Entry Search—PPE Protocols for Employees.
 - (a) Following the completion of the COVID-19 symptom questionnaire and temperature check, incoming employees shall wear a surgical mask or face covering during a front entry search.
 - (b) Employees conducting a front entry search shall wear:
 - (i) A surgical mask or face covering; and
 - (ii) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive)

(2) Inmate Intake and Entry—PPE Protocols.

- (a) Inmates shall wear a face covering or surgical mask while having their temperatures taken outside the correctional facility, immediately before intake, transfer, and reentry into a facility.
- (b) Staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A surgical mask;
 - (ii) A gown; and
 - (iii) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive).

(3) Inmate Processing at Intake Facilities—PPE Protocols (BCBIC, CDF, JCI, and YDC).

- (a) Intake processing of inmates shall take place inside the facility;
- (b) Inmates shall wear a surgical mask for the duration of the intake;
- (c) Staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A surgical mask; and
 - (ii) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive).
- (d) Staff shall sanitize gloves between each inmate intake using hand sanitizer or germicidal cleaner. If using germicidal cleaner staff should avoid contact with skin.

(8) Targeted Contraband Interdiction Team (CIT) Searches—PPE Protocols.

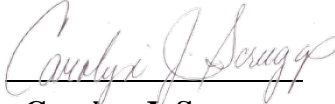
- (a) When performing targeted searches CIT staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) Surgical mask or KN95; and
 - (ii) Gloves.
- (b) All other employees involved in a CIT search shall wear a surgical mask or KN95.

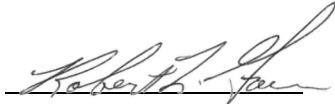
- (10) When working in a correctional facility office setting or administrative unit where social distancing of 6 feet or more cannot be achieved, employees shall wear a face covering or surgical mask at all times.

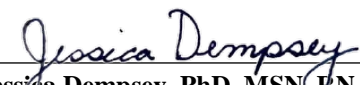
D. Working in Office Settings. Remove entire section.



DEPARTMENT DIRECTIVE


Carolyn J. Scruggs
Assistant Secretary


Robert L. Green
Secretary

Title: Utilization of Protective Equipment and Additional Levels of Protection during a Catastrophic Health Emergency	Directive Number: DPSCS.055.0012
Related Statute/Regulations: Correctional Services Article, §§ 3-203, 3-211, 7-501, 7-505, 9-303, 9-305, 11-726, AMC 29 CFR 1910.134	Supersedes: DPSCS.055.0012 dated November 4, 2020
Related ACA and MCCS Standards: 5-ACI: 1E-02; 2B-03; 2C-02; 5A-01; 1-CORE-4C-06 MCCS: 12.14.04.02	Authorized By:  Jessica Dempsey, PhD, MSN, RN Director of Nursing, Occupational Health, and Safety
Related Policy: DPP General Order 20-003—Reopening DPP Offices During COVID-19 State of Emergency	Issued Date: March 25, 2021 Effective Date: March 25, 2021
Variance: No Division or Facility Directive, IB, or General Post Order is Permitted.	Number of Pages: 17

.01 PURPOSE.

The purpose of this directive is to provide information and establish requirements for use of Personal Protective Equipment (PPE) within units of the Department of Public Safety and Correctional Services (Department) during a catastrophic health emergency.

.02 SCOPE.

This directive applies to all units of the Department.

.03 POLICY.

- A. For the protection of employees and individuals under the Department's supervision and custody, the Department remains aligned with the Centers for Disease Control (CDC) and the Maryland Department of Health (MDH) regarding recommendations for use of PPE during a catastrophic health emergency, such as COVID-19.
- B. All employees shall wear appropriate PPE as set forth in this directive.
- C. Additional PPE may be required in accordance with the procedures established in §.06 of this directive.
- D. Except as otherwise as specified in § .06 of this directive all inmates shall wear a face covering at all times and are also encourage to wear multiple layers of masks in accordance with the instructions provided in Appendix C.

.04 DEFINITIONS.

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

B. Terms Defined.

- (1) “Close contact” in the context of COVID-19 within DPSCS facilities and as used in this directive, means an individual has:
 - (a) Been within 6 feet or less of an individual infected with COVID-19 for cumulative total of more than 15 minutes over a 24 hour period (e.g., one exposure for 16 minutes or two 8-minute exposures for a total of 16 minutes) without having correctly donned required PPE;
or
 - (b) Had direct contact with infectious secretions from an individual infected with COVID-19 (e.g., has been coughed or sneezed on).
- (2) “Congregate care facility” includes locations where individuals reside and are in continuous close contact with others (e.g. correctional facilities, nursing homes, long-term care hospitals, and homeless shelters.)
- (3) “Congregate office setting” means an office or administrative location where social distancing requirements cannot be maintained. For example, **more than**:
 - (i) Three people are in an enclosed or shared 19’ x 19’ (361 sq. ft.) area; or
 - (ii) Five people are in an enclosed or shared 30’ x 24’ (720 sq. ft.) area.
- (4) “COVID-19” means a mild to severe respiratory illness first identified in Wuhan, China in December 2019, which is caused by a coronavirus and is characterized by fever, cough, shortness of breath, and other symptoms identified by the CDC.
- (5) “Donning” means to put on or wear.
- (6) “Doffing” means to take off or remove.
- (7) “Employee” means an individual assigned to or employed by the Department in a full-time, part-time, temporary, or contractual position.
- (8) Face covering (also see Layering).
 - (a) “Face covering” also known as a “sneeze guard” means a non-surgical mask that:
 - (i) Is made of three or more layers of cloth;
 - (ii) May have a pocket for a filter;
 - (iii) Securely covers the individual’s nose and mouth;
 - (iv) Is washable;
 - (v) Helps contain matter that otherwise may be coughed, sneezed, or projected by the wearer by providing an additional layer of protection over the mouth and nose; and
 - (vi) Helps maintain the integrity of the N95 respirator or surgical mask if donned over the respirator or mask, as a second layer.

- (b) “Face covering” does not mean a “neck gaiter” or sleeve that can be worn around an individual’s neck and pulled up to cover the individual’s mouth and nose.
- (9) “Hand hygiene” means regularly washing hands with soap and water for at least 20 seconds or using hand sanitizer in the absence of hand washing facilities, especially after a person coughs, sneezes, or blows his or her nose; after using the bathroom; before eating or preparing food; before taking medication; and after touching garbage.
- (10) “Layering/Double Masking” means:
 - (a) A cloth mask with multiple layers of fabric that does not gap around the nose, cheeks, or chin; or
 - (b) A disposable mask worn underneath a cloth mask to push the edges of the inner disposable mask snugly against the face.
- (11) “Medical contact isolation (isolation area)” in a correctional setting means:
 - (a) A single cell with solid walls and a solid door that closes to prevent contact between an infectious individual and other individuals to reduce the risk of transmission of an infectious disease; or
 - (b) A designated medical area designed to house several individuals with the same infectious disease that is separate from non-infected individuals.
- (12) “Social distancing” also called “physical distancing” means maintaining at least six feet of physical space between one individual and another.
- (13) “Supervised individual” means an individual under the supervision of the Division of Parole and Probation.
- (14) “Quarantine area” in a correctional setting means a location separated from others, where asymptomatic individuals, who have had close contact with an infectious individual are kept away from others, or placed into small groups, and are observed to see whether they develop symptoms of an infectious disease.

.05 RESPONSIBILITIES.

A. Determination of Approved PPE.

- (1) The following departmental employees shall review, evaluate, and make PPE recommendations to the Secretary:
 - (a) Secretary’s Designee for oversight and coordination of operations during a catastrophic health emergency;
 - (b) The Chief Medical Officer;
 - (c) The Executive Director of Environmental Compliance, Safety, and Emergency Operations;
 - (d) Director of Nursing, Occupational Health and Safety; and

- (e) Director of Crisis Management and Emergency Preparedness.
- (2) The individuals listed in §.05(A)(1) shall review and evaluate PPE recommended guidelines from:
 - (a) The Centers for Disease Control and Prevention (CDC);
 - (b) The Maryland Department of Health (MDH);
 - (c) The Maryland Occupational Safety and Health Administration (MOSHA);
 - (d) The Maryland Emergency Management Agency (MEMA); and
 - (e) The Occupational Safety and Health Administration (OSHA).

B. Procurement of PPE.

- (1) The head of a unit, or the security operations coordinator for a facility or office building shall use a DPSCS COVID-19 Requisition/Receipt Form (Appendix A and B) to order PPE and other catastrophic health emergency protective equipment and sanitation supplies.
- (2) The completed requisition shall be sent to the Executive Director of Environmental Compliance, Safety, and Emergency Operations who will determine whether the requested supplies are:
 - (a) Relevant to the catastrophic health emergency;
 - (b) Appropriate to the needs of the unit; and
 - (c) Of reasonable quantity, given the scope of the operation.
- (3) Upon approval from the Executive Director of Environmental Compliance, Safety, and Emergency Operations, the requisition shall be sent to the Finance Division by the unit head or security operations coordinator for funding approval and funding codes.
- (4) If funds are available, the head of a unit or security operations coordinator shall send the requisition to the Procurement Unit for processing and fulfillment at the Department's warehouse.
- (5) The warehouse will fill the order and contact the Director of Crisis Management and Emergency Preparedness to arrange delivery to the unit head or designee.
- (6) Requisitions for "no-touch" infrared thermometers (i.e. temperature guns, forehead thermometers) require prior approval from the:
 - (a) Director of Nursing, Occupational Health, and Safety if the request is made by a unit or division that is not a congregate care facility; and
 - (b) Director of Crisis Management and Emergency Preparedness if the request is made by a unit or division that is a congregate care facility.

C. Delivery and Storage.

- (1) The Director of Crisis Management and Emergency Preparedness shall arrange delivery of PPE to the unit head or designee.
- (2) The unit head or designee shall ensure that PPE obtained in bulk is stored in a manner that does not adversely affect its integrity. PPE shall be stored in a location that is:
 - (a) Clean;
 - (b) Temperature controlled;
 - (c) Humidity controlled;
 - (d) Free from harmful chemical agents; and
 - (e) Free of sharp physical objects.

D. Types of Personal Protective Equipment Descriptions and Permissible Uses.

- (1) PPE usage guidance that is specific to a duty or task is located in §.06—Procedures. This section contains descriptions and permissible uses for the types of PPE available within the Department.
- (2) N95 Respirator.
 - (a) An N95 respirator is a National Institute for Occupational Safety and Health (NIOSH) certified filtration mask that may be used for “non-oil” based particulates, removes 95% of .3+ micron-particles, and is made of electrostatic non-woven polypropylene fiber.
 - (b) N95 respirators are provided to healthcare and correctional employees who have been medically cleared and fit-tested per OSHA regulations (Code of Federal Regulations §19.10.134).
 - (c) An N95 respirator is used for airborne and droplet precautions in the treatment of individuals diagnosed with or suspected of having COVID-19 and who may be in an isolation area.
- (3) Surgical Mask.
 - (a) A surgical mask is a filtration mask that provides protection against large airborne particles and droplet transmission that may contain infectious agents.
 - (b) A surgical mask is worn by employees, inmates, and supervised individuals in situations where close contact occurs such as:
 - (i) During DOC, DPP, and DPDS intake and screening;
 - (ii) When working in a quarantine area;
 - (iii) When handling laundry and food that have been contaminated by infectious agents; and
 - (iv) When social distancing measures cannot be implemented.

(4) KN95.

- (a) A KN95 mask is a non-NIOSH certified filtration mask that, like a surgical mask, provides protection against large airborne particles and droplet transmission that may contain infectious agents.
- (b) A KN95 may be worn in place of a surgical mask.

(5) Isolation Gowns, Reusable Gowns, and Coveralls.

- (a) A gown or coverall is worn to protect the wearer from the spread of infection or illness if the wearer comes into contact with infectious liquid or solid material.
- (b) A gown or coverall is worn over clothing during close contact with other individuals and items known to have been used by infected individuals.
- (c) Isolation gowns are to be disposed of after one use and in a biohazard bin located within the isolation area.
- (d) Examples of when isolation gown usage is required includes, but is not limited to:
 - (i) Working in an isolation area; and
 - (ii) Transporting COVID-19 positive or suspected individuals.
- (e) Examples of when reusable gowns or coverall usage is required includes, but is not limited to:
 - (i) Temperature screening;
 - (ii) DOC, DPP, and DPDS intake;
 - (iii) Fingerprinting;
 - (iv) Testing for DNA, COVID-19, Influenza, contraband, and substance use;
 - (v) When sanitizing isolation and quarantine areas;
 - (vi) When handling contaminated laundry or food; and
 - (vii) When performing targeted contraband searches.

(6) Full-face shield.

- (a) A full-face shield provides:
 - (i) Required eye protection and is needed to avoid droplet or airborne contaminants entering the eye when in close contact with other individuals; and
 - (ii) Adds another level of protection to an individual's nose, mouth, face, and mask. Additionally, a full-face shield helps to prevent an individual from unconsciously touching his or her face and inadvertently spreading germs.
- (b) Examples of when a full-face shield is required include, but are not limited to:

- (i) Temperature screening;
 - (ii) DOC, DPP, and DPDS intake;
 - (iii) Fingerprinting;
 - (iv) Testing for DNA, COVID-19, Influenza, contraband, and substance use;
 - (v) Working in an isolation area;
 - (vi) Transporting COVID-19 positive or suspected individuals;
 - (vii) When sanitizing isolation and quarantine areas;
 - (viii) When handling contaminated laundry and food; and
 - (ix) When performing targeted contraband searches.
- (7) Gloves.
 - (a) Employees may use exam gloves, latex free gloves, nitrile gloves, and powder-free gloves.
 - (b) Employees shall sanitize gloves by using hand sanitizer that contains at least 60% ethyl alcohol or 70% isopropyl alcohol after:
 - (i) Conducting intake and fingerprinting procedures for inmates, supervised individuals, applicants, or the public;
 - (ii) Transporting an inmate to court or other correctional facility;
 - (iii) Searching an inmate or a cell for contraband and weapons;
 - (iv) Searching staff for contraband;
 - (v) Testing an inmate for contraband; and
 - (vi) Placing a supervised individual on electronic monitoring or GPS.
 - (c) Employees shall replace gloves immediately after:
 - (i) Working with an inmate in a quarantine area;
 - (ii) Working with an inmate in an isolation area;
 - (iii) Performing COVID-19 sanitation procedures (e.g. laundry, food);
 - (iv) Transporting a known COVID-19+ inmate or other inmate to a community hospital; and
 - (v) Testing a supervised individual for prohibited substances.
 - (d) If wearing a gown, gloves are to be worn over the cuffs of the gown.
- (8) Voluntary Use Respirator.
 - (a) A voluntary use respirator is an N95 respirator used by an employee who may want to wear a respirator even though its use is not required by the Department or OSHA.

- (b) Voluntary use respirators do not require medical clearance or fit testing. A voluntary use respirator is used solely at the discretion of the employee, and the employee is required to sign an acknowledgement form.
- (c) As supplies are available, correctional employees who complete an OSHA Voluntary Use Form, may wear the respirator in place of a face covering or surgical mask outside of areas where the fit-tested N95 respirator is required as stated in §.06B(4) and (5) of this directive.

E. Mandatory Added Levels of Protection When Inside a Facility or Office.

- (1) All employees, visitors, inmates, and supervised individuals are required to use added levels of protection when inside a Departmental facility or office.
- (2) All employees shall continue to observe the approved PPE signage and watch [training videos](#) that have been disseminated.
- (3) Added levels of protection include:
 - (a) Hand Hygiene – In accordance with the CDC guidelines hand hygiene includes:
 - (i) Frequent hand washing with soap and water for at least 20 seconds, especially when hands are visibly soiled, before eating or taking medication, and after using the restroom, or touching garbage or bodily secretions;
 - (ii) Hand washing before donning PPE and after doffing PPE; and
 - (iii) Utilization of hand sanitizer that contains at least 60% ethyl alcohol or 70% isopropyl alcohol when hand washing is not available.
 - (b) Social Distancing – by maintaining at least six feet of physical space between one individual and another.
 - (c) Increased Sanitization Procedures – Sanitizing high traffic surfaces on personally used items with approved sanitation products as directed by the Department Office of Environmental Compliance and Safety (e.g. multi-purpose copiers, keyboards, mouse, phones, and doorknobs).
 - (d) Face coverings (fabric face masks).
 - (i) The Department shall provide face coverings to both employees and inmates upon approval of the requisition.
 - (ii) The Department will continue to deploy additional face coverings and full-face shields as they become available from Maryland Correctional Enterprises.
 - (iii) Employees shall not wear face coverings in place of PPE required in accordance with §.06 of this directive. Face coverings may be worn in conjunction with required PPE to add some protection to reduce the spread of COVID-19 and other respiratory illness.
 - (e) Neck gaiter. Neck gaiters do not provide an additional level of protection and are prohibited.

F. Recommended Added Levels of Protection When Inside a Facility or Office.

- (1) The [CDC and the Department recommend](#) that all employees, contractors, volunteers, and visitors layer or “double mask” to improve the added level of protection a provided by face coverings (Appendix C).
- (2) There are two important ways to make sure a face covering/mask works properly:
 - (a) The mask must fit snugly against the wearer’s face in order to prevent air and respiratory droplets from leaking in and out around the edges of the mask; and
 - (b) A mask with layers will stop more respiratory droplets from getting inside your mask or escaping from your mask if the wearer is sick.
- (3) The CDC recommends two ways of layering:
 - (a) Use a cloth mask made of multiple layers of fabric.
 - (b) Wear a disposable surgical mask underneath a fabric mask—the cloth mask should push the edges of the inner mask against the wearer’s face.

G. Employee Care and Maintenance of PPE and Face Coverings.

- (1) Employees are required to inspect all PPE prior to use. PPE that is soiled, defective, or damaged shall be discarded and immediately replaced.
- (2) Proper hand hygiene shall be performed before and after touching your face, to include application of a full-face shield, surgical mask, face covering, or respirator.
- (3) The face covering:
 - (a) Shall be washed at home with normal laundry procedures; and
 - (b) Should be stored in a plastic bag to protect its integrity and lengthen the time it can be worn until soiled.
- (4) N95 Respirators.
 - (a) An N95 respirator used while working with inmates in medical contact isolation should be discarded after one use.
 - (b) A voluntary use N95 respirator shall be maintained in accordance with the procedures established in [Special Order 07-2020 – DPSCS SOP for Battelle N95 Sanitation](#).
- (5) Surgical masks.
 - (a) A surgical mask should be worn as long as it maintains its integrity.
 - (b) During emergencies when surgical masks must be re-used, the CDC recommends that surgical masks be carefully folded so that the outer surface is held inward and against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses in a clean sealable paper bag or breathable container.
 - (c) The CDC recommends that a surgical mask be carefully removed and discarded if soiled, damaged, or hard to breathe through.

(6) Full-face shield.

- (a) A full-face shield may be worn as long as it maintains its integrity.
- (b) A full-face shield must be sanitized when soiled and in between uses.

(7) A Reusable Gown:

- (a) Can be washed at home with normal laundry procedures; and
- (b) Should be stored to protect its integrity and lengthen the time it can be worn until soiled.

.06 PROCEDURES.

A. Employee Entry Procedures for All State-Operated Facilities and Office Buildings.

- (1) By order of the Secretary, all employees shall be screened before entering a Department office building or the secure perimeter of a correctional facility in accordance with [OOS IB # 2020-07 – Entry Access Protocols for all State-Operated Facilities and Buildings During COVID-19](#) by:
 - (a) Having their temperatures taken; and
 - (b) Being interviewed using the most current COVID-19 Screening Questionnaire.
- (2) Staff conducting the employee Entry Access Protocols shall wear:
 - (a) A surgical mask;
 - (b) A full-face shield; and
 - (c) Gloves.

B. When Working in Congregate Care Facilities with Inmates.

- (1) Front Entry Search—PPE Protocols for Employees.
 - (a) Following the completion of the COVID-19 symptom questionnaire and temperature check, incoming employees shall wear a surgical mask or face covering and full-face shield during a front entry search.
 - (b) Employees conducting a front entry search shall wear:
 - (i) A surgical mask or face covering;
 - (ii) A full-face shield;
 - (iii) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive); and
 - (iv) An isolation gown.
- (2) Inmate Intake and Entry—PPE Protocols.
 - (a) Inmates shall wear a face covering or surgical mask while having their temperatures taken outside the correctional facility, immediately before intake, transfer, and reentry into a facility.

- (b) Staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A surgical mask;
 - (ii) A full-face shield;
 - (iii) A gown; and
 - (iv) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive).
- (3) Inmate Processing at Intake Facilities—PPE Protocols (BCBIC, CDF, MRDCC, and YDC).
 - (a) Intake processing of inmates shall take place inside the facility;
 - (b) Inmates shall wear a surgical mask for the duration of the intake;
 - (c) Staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A surgical mask;
 - (ii) A full-face shield; and
 - (iii) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive).
 - (d) Staff shall sanitize gloves between each inmate intake using hand sanitizer or germicidal cleaner. If using germicidal cleaner staff should avoid contact with skin.
- (4) Quarantine Areas—PPE Protocols.
 - (a) Asymptomatic Inmates placed in a quarantine area shall wear a surgical mask when unable to maintain social distancing measures for 14 days. The mask shall be replaced in accordance with § .05C of this directive.
 - (b) When interacting with inmates in a quarantine area, staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A surgical mask;
 - (ii) A full-face shield; and
 - (iii) Gloves (Replace after each use with each inmate or when damaged).
- (5) Isolation Areas—PPE Protocols.
 - (a) A COVID-19 positive or suspected positive inmate in an isolation area does not have to wear a mask or face covering.
 - (b) A COVID-19 positive or suspected positive inmate in an isolation area shall wear a surgical mask, if being transported to another location in the facility or out of the facility.

- (c) When in an isolation area, staff shall wear the uniform as established in [DOC.050.0043 — Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A N95 respirator;
 - (ii) An isolation gown;
 - (iii) A full-face shield; and
 - (iv) Gloves (Replace after each use with each inmate or when damaged).
- (6) Transportation of Inmates who are COVID-19 Positive or Suspected to be Positive— PPE Protocols.
 - (a) Inmates shall wear a surgical mask at all times during transport.
 - (b) In accordance with the standard operating procedures in [Special Order 01-2020 – COVID-19 Transport](#), staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) An N95 respirator;
 - (ii) An isolation gown;
 - (iii) A full-face shield; and
 - (iv) Gloves (Replace after each use or when damaged).
- (7) Handling COVID-19 Positive Contaminated Laundry and Food—PPE Protocols.
 - (a) If contaminated laundry, food, and other items related to sanitation are not handled by a specialized private contractor, staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) A surgical mask;
 - (ii) A gown or coverall; and
 - (iii) Gloves (Replace after each use or when damaged).
- (8) Targeted Contraband Interdiction Team (CIT) Searches—PPE Protocols.
 - (a) When performing targeted searches CIT staff shall wear the uniform as established in [DOC.050.0043— Personal Appearance and Dress Standards for Uniformed Officers](#) and the following PPE:
 - (i) Surgical mask or KN95; and
 - (ii) A full-face shield;
 - (iii) A gown or coverall; and
 - (iv) Gloves.

- (b) All other employees involved in a CIT search shall wear a surgical mask or KN95 and a full-face shield.

(9) Inmates Generally—PPE Protocols.

- (a) Inmates provided with a face covering or surgical mask shall wear it fully covering their mouth and nose in the following circumstances:
 - (i) When not alone in their cell/housing unit;
 - (ii) During movement throughout the facility;
 - (iii) During recreation;
 - (iv) During vehicle transport; and
 - (v) When attending visits, appointments, programs, clinics, case management, or any other time when social distancing cannot be achieved.
- (b) Inmate workers in food service areas shall be issued and wear a disposable surgical mask and gloves (Replace after each use or when damaged).
- (c) Inmate workers assigned to perform sanitation duties in isolation or quarantine areas shall be issued and wear disposable isolation gowns, gloves (replace after each use or when damaged), face coverings, and full-face shields.

(10) Quick User Guide for Congregate Care Facilities.

WHAT PPE TO WEAR IN CONGREGATE CARE FACILITIES WHEN:	Face covering, Surgical Mask, KN95, Voluntary N95	N95 Respirator (Requires Fit Test)	Full-face shield	Isolation Gown	Gloves
Employees					
Entering a Correctional Facility	✓		✓		
Conducting Entry Protocols for Employees	✓		✓		✓
Conducting Entry Protocols for Inmates	✓		✓	✓	✓
Conducting Intake and Fingerprinting Procedures for Inmates	✓		✓	✓	✓
Working in an Inmate Quarantine Area	✓		✓		✓
Working in an Inmate Isolation Area		✓	✓	✓	✓
Working in an Area that is Not Used for Quarantine or Isolation	✓		✓		
Handling COVID-19+ Sanitation Procedures (e.g. laundry, food)	✓		✓	✓*	✓
Transporting Inmates		✓	✓		
Transporting Known COVID-19+ Inmates or transporting inmates to community hospitals		✓	✓	✓	✓
Searching Inmates and Cells for Contraband and Weapons	Surgical Mask or N95 Only		✓	✓†	✓†
Searching staff for Contraband	✓		✓	✓	✓
Testing Inmates for Contraband		✓	✓	✓	✓
Hospital Escort Officer		✓	✓	✓	✓
Inmates					
Alone in a Cell					
In a Cell with another Inmate or Inmates	✓				
Participating in Movement, Programming, Visits, Appointments, Searches, Transportation	✓				
In Quarantine Area	✓				
In Isolation Area					
Working in Direct Contact with Other Inmates or Staff	✓				
Working in Food Service Area	✓				✓
Working Sanitation in an Isolation or Quarantine Area	✓		✓	✓*	✓
*Or Coverall					
†To be worn if the inmate search or cell search is planned in advance					

C. Taking breaks from PPE.

- (1) When required to don PPE in accordance with this policy, all efforts must be made to provide staff breaks from wearing PPE during the workday, and in particular, breaks from an N95 respirator and full-face shield.
- (2) Break areas for eating and respite shall offer seating that is at least 6 feet away from others and spaced so that staff are not directly facing each other.
- (3) Hand hygiene must be performed before and after:
 - (a) Donning and doffing PPE;
 - (b) Touching multi-person use surfaces (e.g. handles, doorknobs); and
 - (c) Eating or handling food.

D. Working in Office Settings.

- (1) When working in a congregate office setting where social distancing of 6 feet or more cannot be achieved, employees shall wear a:
 - (a) Face covering or surgical mask at all times; and
 - (b) Full-face shield in the absence of physical barriers like single offices or cubicles with walls above head height;
- (2) When working in a non-congregate office setting where social distancing of 6 feet or more can be achieved, employees shall wear a face covering, or surgical mask at all times, unless a door can be closed ensuring no other staff can enter abruptly.
- (3) Division of Parole and Probation Guidelines for specific PPE usage can be found in [DPP General Order 20-003—Reopening DPP Offices During COVID-19 State of Emergency.](#)
- (4) When conducting a home visit or verification, a DPP agent and Home Detention Officer shall wear a:
 - (a) Surgical mask or face covering; and
 - (b) Full-face shield.
- (5) When placing an electronic monitoring device on an inmate or supervised individual, and when responding to an electronic monitoring alarm, a DPP agent and Home Detention Officer shall wear:
 - (a) Surgical mask or face covering;
 - (b) Full-face shield; and
 - (c) Gloves (Replace or sanitize them in accordance with §.05D(6) of this directive).

(6) Quick PPE Guide for DPSCS Offices and Field Work.

WHAT PPE TO WEAR IN DPSCS OFFICES and the FIELD WHEN:	Face covering, Surgical Mask, Voluntary N95	N95 Respirator (Requires Fit Test)	Full-face shield	Isolation Gown	Gloves
Employees					
Entering a DPSCS Office Building	✓				
Conducting Entry Protocols for Employees	✓		✓		✓
Conducting Entry Protocols for Supervised Individuals	✓		✓	✓	✓
Conducting Intake Procedures for Supervised Individuals	✓		✓	✓	✓
Processing an Individual for Fingerprinting	✓		✓	✓	✓
Working Alone in Office with Closed Door					
Working In an Open Office Area Where Social Distancing <u>Can</u> be Maintained	✓				
Working In an Open Office Area Where Social Distancing <u>Cannot</u> be Maintained	✓		✓		
Meeting with a Supervised Individual During an Office Contact	✓		✓		
Testing a Supervised Individual for Prohibited Substances	✓		✓	✓*	✓
Conducting a Home Visit	✓		✓		
Placing a Supervised Individual on Electronic Monitoring or GPS	✓		✓	✓	✓
Supervised Individuals and Visitors					
Being Processed for Intake and Fingerprinting	✓				
Being Tested for Prohibited Substances	✓				
Being Placed on Electronic Monitoring or GPS	✓				
*Or Coverall					

.07 APPENDIX.A. MCE COVID-19 Requisition (Excel spreadsheet – on [SafetyNet](#))B. [Non-MCE COVID-19 Requisition](#)

- C. [Personal Protective Equipment Quick Guide, 6th Edition](#)
- D. [OOS IB # 2020-06 – Distribution and Voluntary Donning of N95 Respirators](#)
- E. [Special Order 07-2020 – DPSCS SOP for Battelle N95 Sanitation](#)
- F. [OOS IB # 2020-14 – COVID-19 Updates](#)
- G. Mask Layering Guidance

.08 HISTORY.

- A. This directive supersedes DPSCS.055.0012, dated November 4, 2020.
- B. This directive supersedes DPSCS.055.0012, dated August 15, 2020. Changes include updates required to remain in accordance with CDC and MDH guidelines regarding PPE and the definition of “close contact,” changes to sneeze guard/face covering terminology, and updates to the CIT PPE.
- C. This directive supersedes EmD.DPSCS.055.0012, dated March 31, 2020 and Change Notice No. 20-01, dated April 4, 2020.
- D. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.09 DISTRIBUTION.

- A – Facility Reference Copy
- B – All DPSCS employees
- L – Inmate Library

DPPCS COVID 19 SUPPLY REQUISITION/RECEIPT FORM

Revised 7/1/2020

MCE PRODUCTS

Requisition Number:		Date: _____
Requestor:		PICK UP <input type="checkbox"/> or DELIVERY <input type="checkbox"/>
Requestor Phone:		Delivery Address:
Requestor Email:		
Requesting Facility:		
Authorization Sig. (William Merritt)		

ITEM	QUANTITY REQUESTED	QUANTITY DISTRIBUTED	ITEM	QUANTITY REQUESTED	QUANTITY DISTRIBUTED
Face Shield ITEM # 109SP20-055			Hand Sanitizer (12 per case 16 oz) ITEM # 123HSANITIZER16		
Cotton Sneeze Guard Blue (staff) ITEM # 109SP20-056			Hand Sanitizer (6 per case 32 oz) ITEM # 123HSANITIZER32		
Cotton Sneeze Guard Gray (inmates) ITEM # 109SP20-056			Hand Sanitizer - refill (12 per case 16 oz) ITEM # 123RSANITIZER16		
Long Sleeve Gown (S-XL) ITEM # 104SP20-008			Hand Sanitizer - refill (6 per case 32 oz) ITEM # 123RSANITIZER32		
Long Sleeve Gown (2XL-5XL) ITEM # 104SP20-009					

Chief Fiscal/Finance Designee: _____

Dept. Code _____ PCA: _____ AOBJ: _____ Amount: _____

Name of Person Packing Order: _____

Signature of Person Packing Order: _____

Name of Receiving Party: _____

Signature of Receiving Party: _____

Date Received: _____

DPSCS COVID 19 SUPPLY REQUISITION/RECEIPT FORM

Revised 7/1/2020

Requisition Number:		Date: _____
Requestor:		PICK UP <input type="checkbox"/> or DELIVERY <input type="checkbox"/>
Requestor Phone:		Delivery Address:
Requestor Email:		
Requesting Facility:		
Authorization Sig. (William Merritt)		

ITEM	QUANTITY REQUESTED	QUANTITY DISTRIBUTED	ITEM	QUANTITY REQUESTED	QUANTITY DISTRIBUTED
Non-Contact/No touch forehead thermometer			boot covers (pair)		
Surgical Mask/Face Mask			Liquid handsoap 1 gal		
Surgical masks with eye protection			Liquid Handsoap 27 oz.		
N95 masks			Bar Soap		
Goggles			Disinfecting wipes		
Nitrile MED gloves (100 per box)			Bleach 1 gal		
Nitrile LG gloves (100 per box)			Cadaver/corpse/body bag		
Nitrile 3m XL gloves (100 per box)			Trash bags 30 gal		
Isolation disposable gowns (XL or larger)			Biohazard trash bags large, 30 gal		

Chief Fiscal/Finance Designee: _____

Dept. Code _____ PCA: _____ AOBJ: _____ Amount: _____

Name of Person Packing Order: _____

Signature of Person Packing Order: _____

Name of Receiving Party: _____

Signature of Receiving Party: _____

Date Received: _____

QUICK USER'S GUIDE FOR CORRECTIONAL FACILITY EMPLOYEES

WHAT PPE TO WEAR IN CONGREGATE CARE FACILITIES WHEN:	Face covering, Surgical Mask, KN95, Voluntary N95	N95 Respirator (Requires Fit Test)	Full-face shield	Isolation Gown	Gloves
Employees					
Entering a Correctional Facility	✓				
Conducting Entry Protocols for Employees	✓				✓
Conducting Entry Protocols for Inmates	✓				✓
Conducting Intake and Fingerprinting Procedures for Inmates	✓				✓
<u>Working in an administrative area of the facility</u>	✓				
<u>Collecting an Inmate's DNA Sample</u>	✓				✓
Working in an Inmate Quarantine Area	✓		✓		✓
Working in an Inmate Isolation Area		✓	✓	✓	✓
Working in an Area that is Not Used for Quarantine or Isolation	✓				
Handling COVID-19+ Sanitation Procedures (e.g. laundry, food)	✓				✓
Transporting Inmates	✓				
Transporting Known COVID-19+ Inmates or transporting inmates to community hospitals		✓	✓		✓
Searching Inmates and Cells for Contraband and Weapons	Surgical Mask or N95 Only				✓ [†]
Searching staff for Contraband	✓				✓
Testing Inmates for Contraband		✓			✓
Hospital Escort Officer		✓			✓
Inmates					
Alone in a Cell					
In a Cell with another Inmate or Inmates	✓				
Participating in Movement, Programming, Visits, Appointments, Searches, Transportation	✓				
In Quarantine Area	✓				
In Isolation Area					
Working in Direct Contact with Other Inmates or Staff	✓				
Working in Food Service Area	Surgical Mask				✓
Working Sanitation in an Isolation or Quarantine Area	Surgical Mask		✓		✓
†To be worn if the inmate search or cell search is planned in advance					



Department of Public Safety and Correctional Services

Office of the Secretary

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ASSISTANT SECRETARY

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ASSISTANT SECRETARY

OOS IB # 2020-06

Effective: April 27, 2020

Expiration: When Declaration of State of
Emergency—COVID-19 is ended.

OOS INFORMATION BULLETIN

SUBJECT: Distribution and Voluntary Donning of N95 Respirators

The Department of Public Safety and Correctional Services (DPSCS) continues to follow guidance from The Centers for Disease Control and Prevention (CDC), the Maryland Department of Health (MDH), and the Occupational Safety and Health Administration (OSHA).

All staff working in correctional facilities may be required to don an N95 respirator in case of an emergency. Therefore all employees are required to be free of facial hair greater than 1/8 of an inch. This requirement is critically important as the N95 must be properly secured to achieve a seal that mitigates transmission of the virus.

DPSCS will be offering each employee a N95 respirator to for voluntary use.

This distribution of N95 respirators is not to be confused with the required N95 use in isolation areas. Only employees who have been medically cleared and *Fit Tested* can be assigned to isolation areas, outside of an emergency situation. N95 respirators are required personal protective equipment (PPE) in isolation areas and when transporting inmates who are known or suspected to be COVID-19 positive.

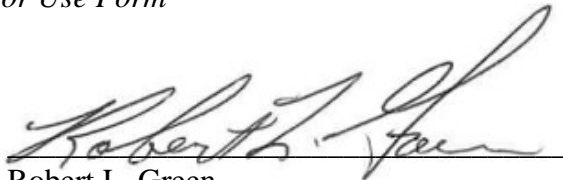
However, employees may voluntarily wear the provided N95 respirators instead of face masks or sneeze guards outside of mandated isolation areas where the N95 is required.

Employees volunteering to don the N95 outside of the mandated use in isolation areas shall be required to sign the attached *OSHA N95 Voluntary Respirator Use Form*.

Upon receipt of this Information Bulletin a managing official or administrator shall institute a procedure that:

1. Identifies the individual(s) responsible for distributing N95s and the storage bag to employees who volunteer to wear the respirator and complete the required form.
2. Directs employees to properly store the N95 Respirator in the provided a storage bag to lengthen its integrity.
3. Advises employees that a face mask or sneeze guard can be donned over or under the N95 at the discretion of the employee to lengthen the integrity of the mask.
4. Maintains the original form at the facility with the Environmental Compliance and Safety Officer (ESCO) and forwards a copy to the Occupational Health the Respiratory Protection Program files.

Attachment: *OSHA N95 Voluntary Respirator Use Form*



Robert L. Green
Secretary

Distribution: A
 C
 D
 S – Senior Leadership Team
 R – Roll Call

N95 Voluntary Respirator Use Form

Occupational Safety and Health Administration (OSHA) - Voluntary Use Respirators

Information for Employees who voluntarily Use Respirators

SubPart Title: Personal Protective Equipment

APPENDIX D to Sec. 1910.134 (Mandatory) Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Employee Signature: _____ Date: _____

Program Administrator: _____ Date: _____



May 8, 2020

Battelle Sanitation of N95 Respirators Standard Operating Procedures

I. APPLICABLE TO:

This Standard Operating Procedure is applicable to all DPSCS employees voluntarily using a N95 Respirator while working in a correctional facility.

II. PROCEDURES:

The following guidelines shall be followed when distributing N95 Respirators for “voluntary use” during the COVID-19 state of emergency:

A. The Managing Official for each correctional facility shall designate staff to:

1. Manage the collection and distribution of “voluntary use” N95 Respirators worn by staff on a voluntary basis;
2. Communicate with the Battelle Sanitation Point of Contact (POC); and
3. Maintain records of distribution and inventory.

B. The Director of Crisis Management and Emergency Preparedness shall ensure that:

1. Each facility has been issued a minimum of two (2) N95 Respirators per assigned facility staff;
2. As supplies are available, and as determined by priority needs, additional respirators shall be disseminated to each facility; and
3. A Department wide list of 3-digit Battelle codes is maintained.

C. The Environmental Compliance Safety Officer (ESCO) for the facility shall:

1. Register the facility on the [Battelle Registration Website](#);
2. Contact the designated Battelle POC after signing the enrollment contract;
3. Retrieve a 3-digit code specific to the facility and share the code with the Director of Crisis Management and Emergency Preparedness;
4. Ensure “voluntary use” respirators are worn no longer than a total of forty (40) hours before being sanitized;
5. Contact the Battelle logistics provider to coordinate delivery and pick-up times for the N95 Respirators;

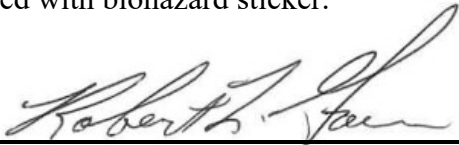
6. Collect used respirators three (3) days per week, and once per each shift;
7. Maintain N95 Respirators in a secure area when not in use; and
8. Ensure “voluntary use” N95 Respirators are not worn when staff are working in isolation areas or when staff are transporting COVID positive or suspected COVID positive inmates. **Note:** During assignment to isolation areas and transportation, staff shall be provided with a “single use” N95 Respirator that shall be discarded at the end of the shift.

D. Collection and Distribution of “Volunteer Use” N95 Respirators.

1. Staff designated by the Managing Official in § I.A. of this SOP when perform the duties established in this SOP, shall perform proper hand hygiene and don full PPE to include:
 - a. Face shield,
 - b. N95 Respirator,
 - c. Gloves, and
 - d. Gown.
2. All “volunteer use” N95 Respirators shall be labeled with a permanent marker as follows:
 - a. The staff member’s name,
 - b. Shift, and
 - c. 3-digit facility code.
3. Designated staff shall discard the following soiled N95 respirators in a biohazard bag if contaminated by:
 - a. Bodily fluids (e.g. blood, mucus, saliva, etc.),
 - b. Other debris (e.g. lip-balm, make-up, dirt),
 - c. Chemical agents (e.g. MK-9 Fogger or OC Spray).
4. Upon collection of used and unsoiled N95 Respirators, designated staff shall:
 - a. Place them into a plastic bag;
 - b. Once the bag is full, tie the bag closed;
 - c. Place it inside of another plastic bag; and
 - d. Clean the exterior of the plastic bag with disinfectant.
5. The bag of used respirators is then:
 - a. Placed inside a shipping box,

- b. Labeled with the 3-digit facility code; and
- c. Affixed with biohazard sticker.

III. AUTHORIZED BY:



Robert L. Green, Secretary

IV. ATTACHMENT:

V. DISTRIBUTION:

A – Facility Reference Copy

S – Facility Audit Coordinators, Maryland Commission on Correctional Standards



Department of Public Safety and Correctional Services

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ASSISTANT SECRETARY

OOS IB # 2020-14

Issued: November 4, 2020

OOS INFORMATION BULLETIN

SUBJECT: COVID-19 Updates

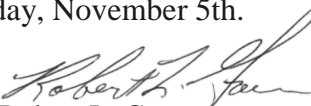
I want to thank each of you for your commitment and continued work through this very challenging time. Your work to mitigate the spread of COVID-19 within our facilities and your dedication to maintaining the safety of our communities has been incredible. This Department continues to be guided by our Maryland Department of Health (MDH) partners, the Center for Disease Control, and what we continue to learn about this disease. Our focus on the immediate future continues to evolve.

Governor Hogan has announced in his draft *COVID-19 Vaccination Plan* that our Department will be part of the phase I vaccination rollout. Immunization with a safe and effective vaccine is another critical component of containing and limiting the spread of COVID-19 related illnesses. Phase I vaccination efforts will target those individuals at highest risk of developing complications from COVID-19 and essential workers in public safety, education, and congregate care facilities.

Effective immediately, we will make some adjustments in our safety protocols based on the best science available. We will continue to utilize the best equipment and to employ the best practices in virus mitigation. We have previously permitted goggles to be utilized as a substitution for face-shields. Unfortunately, emerging research shows the full-face shield provides superior protection (an additional barrier to the eyes, nose, and mask/mouth). A full-face shield also helps to prevent employees from unconsciously touching their faces. While many employees have continued to use the face-shield, it will, once again, become the required "approved eye protection" in our correctional facilities.

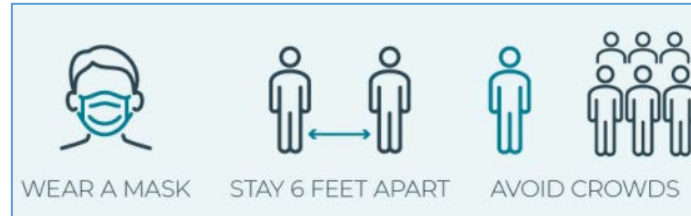
Additionally, scientists are continuing to evaluate the efficacy of neck-gaiters in preventing the spread of the virus. While neck-gaiters may provide some limited level of protection, that level is inadequate for use in congregate care facilities. Effective immediately, neck gaiters will no longer be allowed as a substitute for a cloth face covering or surgical mask.

Administrators will ensure we are fully compliant with these personal protective equipment changes by Thursday, November 5th.


Robert L. Green
Secretary

Distribution: A, B

Mask Layering Guidance



DPSCS has aligned with CDC recommendations throughout the COVID19 Pandemic.

We have implemented mandatory safety guidelines regarding PPE and distancing, that includes donning a full-face shield, in addition to masking and social distancing.

In efforts to stay up-to-date with CDC recommendations, DPSCS Occupational Health encourages continued efforts with PPE as well as consideration for implementing “double masking”.

CDC has endorsed that double masking is more effective than single masking, and is over 90% effective when masked properly.



1. Make sure your masks fits snugly against your face, gaps can let air with droplets leak in and out.



2. Pick a mask with layers, it will stop more droplets getting inside or escaping.



3. Choose a mask with multiple layers or wear a disposable underneath a cloth mask. The second mask should push the edges of the inner mask against your face, creating a snug fit.



4. Make sure you can see and breathe easily. Disposable masks can be knotted and tucked to ensure a better fit. Knot the ear loops where they join the edge of the mask, fold and tuck the unneeded material under the edges.

**** Do NOT combine two disposable masks. Do NOT combine a KN95 with any other mask.**

This message has been prepared by DPSCS Occupational Health and Safety Unit.

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/effective-masks.html>