



Maine Department of Corrections

MDOC Facility Plans – March 2021

Issued: March 1, 2021 (updated March 8, 2021)

- **Continued monitoring and response**
 - The MDOC continues to monitor the state's COVID-19 situation (including daily consultation with the ME CDC).
 - The MDOC will continue to revise the facility plans, including implementing additional health and safety measures, on a monthly basis until further notice.
 - Additional health and safety measures may also be implemented immediately and may stay in place until further notice, as determined necessary by MDOC's Incident Command Team.
- **MDOC Phased Response**
 - Since March 2020, MDOC has adopted a three-phased approach to managing COVID-19. Each phase correlates with specific levels of restrictions, modified operations and access, and use of PPE.
 - At times, MDOC facilities and community corrections may be in different phases.
 - Currently, MDOC remains in Phase 2 restrictions across its facilities and offices. Restrictions during phase 2 may increase, and/or the MDOC may move into phase 3 if any of the following occur:
 - Maine's statewide COVID-19 positivity rate reaches or exceeds 2%;
 - ME CDC/ME DOE issue regional or county guidance to schools to temporarily close or begin full remote learning due to local COVID-19 transmission rates;
 - ME CDC and/or local hospitals issue guidance or capacity concerns regarding available medical services related to COVID-19 transmission rates regionally or statewide;
 - MDOC confirms one or more positive COVID-19 cases (staff or resident) in a MDOC facility or regional office;
 - MDOC's Facility Plans and phases will be reviewed, as needed, and at least every 30 days;
 - Any MDOC facility experiencing an active COVID-19 case and/or outbreak may implement more restrictive health and safety measures (including Phase 3 operations), at the direction of the MDOC and facility incident command teams;
- **COVID-19 Testing**
 - Facilities will continue to adhere to the MDOC's most recent COVID-19 testing and quarantine plans.
- **COVID-19 Vaccinations**
 - MDOC has made COVID-19 vaccines available to all staff as part of the 1a prioritization established by MeCDC;
 - After being fully vaccinated, staff are still required to adhere to all public health safety measures for COVID-19 response, including hand washing, PPE usage, social distancing, and other requirements outlined in this document and by the MDOC and BHR;
 - A staff member is considered fully vaccinated 14 days following receipt of the second dose of COVID-19 vaccine in a 2-dose series, or 14 days following receipt of one dose of COVID-19 vaccine in a 1-dose series;
 - Staff members that have been fully vaccinated and are determined to be a close contact or contact of concern of a positive COVID-19 case are not required to quarantine unless they become symptomatic for COVID-19;



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- **Operational Procedures**

- Social distancing, proper hand hygiene, and face covering requirements will continue to be enforced in all areas of facility operations, and each facility will establish an operational plan in consultation with the MDOC Incident Command team to ensure compliance based upon their physical plant, schedules, population, and other logistical considerations;
 - As implemented in November 2020, in accordance with Governor Mills' most recent executive order dated November 4, 2020 and effective November 5, 2020 (found [here](#)), cloth face coverings are mandatory for all staff and members of the public in all MDOC facilities and offices, in all areas in which more than 1 person is present. This includes hallways, offices, dayrooms, housing units, and other spaces (including break areas). This mandate is in addition to the existing requirements to maintain social distancing. There is no exception to this mandate.
 - Additionally, any time an adult or juvenile resident is out of their room, they are required to properly wear a cloth face covering and maintain social distancing.
 - MDOC staff, providers, and any approved entrants must adhere to the MDOC-approved face covering requirements, which includes not wearing neck gaiters, bandanas, chin shields, and other non-approved coverings; MDOC-approved face shields are not an approved substitute for a face covering;
 - During an active COVID-19 situation at a facility, the CAO may implement more restrictive PPE requirements for staff within the facility. Staff are expected to comply with all PPE fit-testing requirements at all times during the pandemic;
- Staff, contracted providers, and approved entrants to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, including completion of the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
- Enhanced cleaning and sanitation practices will continue;
- Facilities will continue with conducting cell searches on an as needed and random basis, requiring staff to wear appropriate PPE when conducting searches;
- Facilities will continue with suspicion-based drug testing practices; however, the facility CAO may approve random drug testing in areas of the facility where there may be a security need;
- Facilities are encouraged to conduct remote/virtual briefings with staff; however, the CAO may authorize in-person team briefings in spaces large enough to comply with social distancing requirements, as needed;
- Facility CAOs will continue to identify locations within each facility (e.g. medical clinics, officer stations) in need of protective barriers and will install barriers where necessary for a sustainable operational response.
- Facilities and Central Office will limit all in-person staff meetings/gatherings, and/or site-to-site travel (replaced with virtual meetings), unless deemed necessary by the facility CAO or MDOC Incident Command team;

- **Visitation:**

- Beginning March 15, 2021, MDOC facilities will begin offering in-person, non-contact visitation, in addition to video visitation;
 - All in-person contact visitation will continue to be suspended;
 - Visitors to a facility will be required to abide by the Department's COVID-19 entrance and screening protocols upon arrival at the facility, including completion of the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;



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- All approved visitors must adhere to the MDOC-approved face covering requirements, which includes not wearing neck gaiters, bandanas, chin shields, and other non-approved coverings (face shields are not an approved substitute for a face covering); (updated)
- In person, non-contact visits will utilize current or temporary non-contact visit booths/structures
- In-person visitation will be limited to two same-household visitors at any one time.
- In accordance with Maine's updated travel policy, New Hampshire, Vermont, Massachusetts, Connecticut, and Rhode Island are the only states exempt from Maine's COVID-19 testing or quarantine requirements. (updated)
 - Visitors from other states must follow Maine's policies related to testing and quarantining. These policies include receiving a negative COVID-19 test or quarantining for 10-days upon arriving in Maine – which are required before being approved for visitation at MDOC's facilities;
 - Visitors who have either recently had COVID-19 or been fully vaccinated against COVID-19, regardless of their state of origin, are also exempt from the test or quarantine requirement (proof of vaccination is required); (updated)
 - For more information about this, please review the [Keep Maine Health FAQs on the Office of the Governor's COVID-19 Response](#) website. (this is subject to change based upon the Governor's reopening plans for the State of Maine);
 - Visitors will be required to provide their name, address, and telephone number to the facility for COVID-19 contact tracing purposes when arriving for their scheduled visit;
 - Other out of state visitors will be offered to continue with free video visitation;
- Designated visitation areas will be maintained at each facility, with operational plans established by the facility CAO;
- Each facility's plan will include protocols for social distancing practices, proper hand hygiene, COVID-19 entrance screening, and mandatory wearing of face coverings;
 - Face coverings will be available in the event visitors do not have one with them;
 - Children under the age of 5 who are unable to maintain wearing a face covering during the visit will be allowed to continue with the visit;
- MDOC residents will be offered access to free video visitation options during this time;
 - All timeframes and schedules will be based upon facility availability and scheduling;
 - All residents will continue to have access to at least 1 video visit per month.
- Facilities will continue to offer 20 free text messages per week through the month of March;
- Professional visits, including attorney visits, will continue to be encouraged to utilize video and telephone technology during the month of March 2021; However, requested/necessary in-person professional visits will be allowed utilizing non-contact visitation spaces and protocols, as outlined above;
- **Community Restitution Work**
 - Facility-based community projects which do not require off-grounds public contact/interaction will continue, as approved by the CAO;
 - On-ground community work crews will abide by social distancing, proper hand hygiene, and face covering requirements;
 - Off-grounds community work crews will be suspended during the month of March 2021;
 - Community work that is supervised by another state agency and does not require public contact/interaction, may be permitted as a facility-based work crew (i.e. DOT), if approved by the CAO;



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- **Work Release**
 - Residents will be allowed to participate in on-grounds work release, as determined by the CAO;
 - Beginning March 8, 2021, MDOC pre-release facilities will begin a gradual reopening of their work release programs
 - During March, work release placements will be restricted to employers that are not public-facing work sites (i.e. work release will not be approved for restaurants, retail, etc.);
 - Each approved work site is required to have COVID-19 Precaution/Operations Plan for review by the facility CAO;
 - Each pre-release facility will approve up to 10 residents for work release
 - The Maine State Prison Showroom will be allowed to utilize approved residents for non-public facing work;
 - Beginning March 22, 2021, each pre-release facility may approve up to 10 additional residents for work release;
- **Furloughs and Passes**
 - During March 2021, furloughs and passes off-grounds will be allowed for juvenile residents at LCYDC, as approved by the facility CAO.
 - During March 2021, furloughs and passes off-grounds will not be allowed for adult residents.
- **Death Bed and Funeral Trips**
 - Facilities will allow CAO-approved death bed visits and/or funeral trips, in accordance with MDOC policy;
 - CAOs are encouraged to provide alternative arrangements for death bed visits and funeral-related trips, such as video visits;
 - All approved trips will be required to abide by social distancing, cloth face coverings, and other COVID-19 precautions required in the community;
 - All approved trips will adhere to the MDOC's COVID-19 testing plan requirements;
- **Recreation**
 - Recreation activities and plans will continue to be established by the facility CAO, specific to the facility's schedule and layout;
 - Each facility's plan will include protocols to limit any cross-unit exposures, including cohorted groups, social distancing practices, proper hand hygiene, and wearing of face coverings;
 - Facility recreation plans and space usage (i.e. weight rooms) will abide by the operation guidelines established by DECD for similar community spaces;
- **Court Trips and Appearances**
 - Any off-grounds court trip will require the facility CAO's approval;
 - All court trips will be subject to MDOC's most recent COVID-19 testing and quarantine plans.
 - All court trips conducted by non-MDOC agencies will require the MDOC resident to be quarantined and monitored for 14 days upon return to the MDOC facility;
 - Court trips conducted by MDOC staff will not require any period of quarantine, unless otherwise directed by the facility CAO;
- **MDOC Transfers and County Jail Admissions**
 - All transfers and admissions will be subject to the MDOC's most recent COVID-19 testing and quarantine plans.
 - Internal MDOC facility to facility transfers will be limited in March 2021;



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- Any necessary transfers will be reviewed and approved by the Director of Classification;
- County jail intakes will continue as set out by the MDOC's Incident Command team, and communicated to Maine Sheriff's Association;
- County jail intake procedures may be limited and/or modified at any time in response to a correctional facility's (MDOC or county jail) COVID-19 situation;
- **Programming**
 - Facilities will conduct small group in-person programming in large meetings rooms and spaces (group size will be determined by the CAO, or designee, based upon the physical space available in the group room) and maintain social distancing, proper hand hygiene, along with required wearing of face coverings by staff and residents. All approved groups will adhere to the facility's cohorting restrictions, as guided by the CAO;
 - Facilities will allow for individual resident meetings and program sessions with case management and treatment staff, in accordance with social distancing, hand hygiene, and face covering requirements;
 - Tele-programming opportunities (including treatment programs, education, and other offerings) will continue and be further encouraged within facilities and units, as approved by the Program Directors;
 - Industries will continue modified operations, at the direction of the facility CAO, with continued production of PPE and other Industries work projects;
 - Facilities will implement necessary technology for the sustainable operation of treatment programming, education and vocational training classes;
- **Dining Hall**
 - Dining services and protocols will be established by the facility CAO, specific to the facility's schedule and layout;
 - Facility kitchen work crews will be screened, daily, prior to beginning work in the kitchen;
 - Each facility's plan will include protocols and requirements for limited dining hall access and interaction, social distancing practices, proper hand hygiene, and wearing of face coverings;
 - Facilities are asked to review the guidance from DECD regarding restaurant dining and proper social distancing, hand hygiene, and cloth face coverings when developing their dining plans;
 - Facility dining halls will be utilized in a limited capacity for dining services.
- **Volunteers and Vendors**
 - All permitted volunteers and vendors will be required to pass the facility's entrance and screening protocols upon arrival at the facility, including the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering protocols;
 - Only essential vendors/contractors will be permitted on-site at facilities;
 - Any approved vendor will be required to pass the facility's entrance and screening protocols upon arrival at the facility, including the COVID-19 screening form, temperature screening, and compliance with hand hygiene and face covering requirements;
 - Volunteer-led activities will be gradually introduced into facility schedules beginning in March;
 - As approved by the CAO or Program Director, facilities will conduct limited in-person volunteer-led activities in large group rooms and maintain social distancing, proper hand hygiene, along with wearing of face coverings;
 - As approved by the CAO or Program Director, facilities will also allow for individual resident meetings and program sessions with approved volunteers, in accordance with social distancing, hand hygiene, and face covering protocols;



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- Individual volunteer-led sessions may also be allowed using in-person, non-contact protocols and areas, if approved by the Program Director;
 - Any approved volunteer coming into a DOC facility will sign an agreement, agreeing to abide by COVID-19-specific guidelines and protocols, or will not be allowed entrance;
- **Medical and Behavioral Health Services**
 - During March, routine medical and behavioral health services will continue at all MDOC facilities;
 - At each facility, medical / behavioral healthcare services will overlap with standard operational plans established by the facility CAO;
 - Each facility medical and behavioral health plan will include protocols and requirements for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and wearing of face coverings;
 - For the continued health and safety of our MDOC medical team, all medical staff at all MDOC facilities will don a N95, face shield, and gloves (and additional PPE as deemed necessary by the CAO) for all direct medical encounters with residents, including in the clinic, infirmary, and housing units (for example: medication pass, sick call, ICS response, etc.).
 - Additionally, in all general areas of the facility when direct medical encounters are not occurring, medical staff will wear an appropriate face covering at all times, ensure social distancing is maintained, and will not gather in common areas unnecessarily. There are no exceptions to these requirements.
 - At the CAO's determination, MDOC security staff assisting in direct medical encounters will don a N95, face shield, and gloves (and additional PPE). Each facility will maintain a listing of identified security assignments impacted by this requirement and ensure compliance.
 - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit;
 - After hours tele-encounters will be continued at facilities in which an established protocol has been developed for use;
 - For the continued health and safety of MDOC staff, security staff conducting medication administration lines will be required to don an approved face covering, full face shield (or utilize an approved plastic barrier), and gloves;
- **Dental Services**
 - During March, routine dental services will continue at all MDOC facilities;
 - At each facility, dental services will overlap with standard operational plans established by the facility CAO;
 - Each facility dental services plan will include protocols and requirements for social distancing practices, hand hygiene, hygiene and sanitation for common areas, room and workspaces, and wearing of face coverings;
 - Direct dental encounters with patients will include the proper wearing of the most appropriate PPE for the planned encounter;
 - All general areas require the wearing of a face covering
 - Proper hand washing will occur before and after all patient direct encounters
 - All clinical areas in which a patient encounter has occurred in treatment room will require proper cleaning between each patient visit
 - Resumed services will include Dentist, Oral Surgeons, Denturist, Dental Hygienist, and Dental Assistants
 - Facility dental services will comply with the Maine Board of Dentistry, Wellpath, and Maine CDC's standard recommendations for dental practices;