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|  <div style="text-align: center;"> <p>Massachusetts Department of Correction</p> <h1>POLICY</h1> </div> | | <div>Effective Date</div> <div style="text-align: center;">4/23/2025</div> <div>Annual Review Date</div> <div style="text-align: center;">4/23/2025</div> | <div>Responsible Division</div> <div style="text-align: center;">Policy Development and Compliance Unit</div> |
| <div>Policy Name</div> <div style="text-align: center;"> <h2>103 DOC 750 HYGIENE STANDARDS</h2> </div> | | <div>M.G.L. Reference: M.G.L. c. 124, §§ 1 (c) and (q); M.G.L. c. 111, § 21; 105 CMR 451; 105 CMR 590; 240 CMR 8.00</div> <div>DOC Policy Reference: 103 DOC 401; 103 CMR 403 SOP; 103 DOC 511; 103 DOC 730</div> <div>ACA/PREA Standards: 4-ACRS-1A-02; 4-ACRS-1A-03; 4-ACRS-1A-04; 4-ACRS-1A-05; 4-ACRS-1A-06; 4-ACRS-4B-01; 5-ACI-2C-09; 5-ACI-3D-18; 5-ACI-4B-16; 5-ACI-5D-01; 5-ACI-5D-03; 5-ACI-5D-04; 5-ACI-5D-05; 5-ACI-5D-13; 5-ACI-5D-14; 5-ACI-5D-15; 5-ACI-6A-17; 5-ACI-6E-05; 5-ACI-7A-07; 1-CTA-3E-01; 1-CTA-3E-03; 1-CTA-3E-04; 1-CTA-3E-05; 2-CI-1A-4; 2-CO-2A-01; 2-CO-2A-02; 2-CO-4D-01</div> | |
| <div>Attachments</div> <div>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></div> | <div>Library</div> <div>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></div> | <div>Applicability: Staff</div> | |
| <div>Public Access</div> <div>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></div> | | <div>Location:</div> <div>DOC Central Policy File Institution's Policy File</div> | |
| <p>PURPOSE: The purpose of this policy is to establish Department of Correction policy regarding department of public health regulations 105 CMR 451 "Minimum Health and Sanitation Standards and Inspection Procedures for Correctional Facilities," and other jurisdictional authority regulations relative to health, sanitation, and safety.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Director of the Policy Development and Compliance Unit Superintendents</p> <p>CANCELLATION: This policy cancels all previous department policy statements, bulletins, directives, orders, notices, rules and regulations regarding planning which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.</p> | | | |

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750.01

GENERAL POLICY

- A. In accordance with M.G.L. c. 111, Section 21, the Department of Correction (Department) shall enforce the Department of Public Health's (DPH) *Minimum Health and Sanitation Standards and Inspection Procedures for Correctional Facilities*: 105 CMR 451 at all state correctional institutions. Each institution Superintendent shall read and become familiar with D.P.H. 105 CMR 451 and shall also:
1. Maintain at least one (1) copy of 105 CMR 451 at their institution.
 2. Be responsible for ensuring that all administrative staff with responsibility in this area read and become familiar with 105 CMR 451.
 3. Be familiar with and maintain at least one copy of 105 CMR 590 *State Sanitary Code Chapter X: Minimum Sanitation Standards for Food Service Establishments* at their institution.
 4. Be familiar with and maintain at least one copy of the "Massachusetts Right-To-Know Law".

750.02

REQUIRED STANDARDS

- A. All correctional institutions shall comply with the Required Minimum Health and Sanitation Standards (Section 451.101 - 451.214) of 105 CMR 451 including:
1. Linen and bedding requirements;
 2. Plumbing facilities requirements;
 3. Incarcerated individual and civil commitment clothing requirements;
 4. Recreation;
 5. Smoking requirements; and
 6. Food storage, preparation and service (105 CMR 590.00)

750.03

RECOMMENDED STANDARDS

All correctional institutions shall, to the extent possible, comply with the recommended DPH Health and Sanitation Standards (Sections 451.320-451.390) of 105 CMR 451.

750.04**ENVIRONMENTAL HEALTH AND SAFETY OFFICER**

- A. In accordance with 105 CMR 451, each Superintendent shall designate an employee of the institution as an Environmental Health and Safety Officer (EHSO).
- B. The EHSO shall be qualified for the task either by their credentials or by attending training established for that purpose.

The EHSO shall:

1. Conduct a comprehensive and thorough monthly inspection of the entire institution to include all living areas, food service areas, and workshop areas; additionally,
2. A corrective action plan shall be established tracking all discrepancies cited from month to month indicating status, date completed, and staff responsible for completion.
3. Train other institutional staff to perform weekly health and sanitation inspections;
4. Prepare a response to DPH reports and others outlining corrective plans; and,
5. Develop and implement a procedure to comply with the Massachusetts Right-To-Know Law.
6. Subsequent to any staff, incarcerated individual, or civil commitment injury that is unrelated to an incarcerated individual or civil commitment incident (i.e. fight, use of force, extraction, etc.), the EHSO shall conduct an assessment of the area to ensure there are no environmental or safety hazards present that may contribute to future injuries. Upon completion of such review, the EHSO shall submit a written report to the Superintendent for appropriate action.

750.05**INSTITUTIONAL ACTIVITIES**

- A. Each Superintendent shall develop written procedures describing the physical plant inspection process followed to maintain compliance with Public Health Regulations, 105 CMR 451. Such procedures shall include provisions for:

1. Weekly health and sanitation inspections of all institutional areas by qualified institutional staff.
2. A comprehensive and thorough monthly inspection of the institution by the EHSO per 750.04, (B)(1); and
3. The forms used to document the weekly and monthly inspections (in accordance with 103 DOC 730, *Fire Prevention and Safety*, Attachments #2 and #7).

750.06

INSPECTIONS BY DEPARTMENT OF PUBLIC HEALTH AND OTHER QUALIFIED INDIVIDUALS

- A. It is the responsibility of the Superintendent to ensure, at a minimum, annual inspections by state and/or local sanitation and health officials or other qualified individuals.

For the purpose of this policy, a qualified individual shall be defined as an individual who has received training in, and is familiar with, the applicable health, safety, and sanitation codes, regulations, and inspection techniques.

- B. If more than twelve (12) months elapse since the last DPH inspection, the Superintendent shall contact DPH in writing and request such an inspection.
- C. DPH may inspect any institution without giving prior notice to employees at the institution, provided that they shall notify the Superintendent upon their arrival at the institution.

750.07

IMPLEMENTING INSPECTION RECOMMENDATIONS

Within ten (10) working days of receiving the DPH inspection report, or inspection reports authored by any state and/or local sanitation and health officials or other qualified individuals, the Superintendent shall transmit a written plan for correction of each deficiency or other conditions noted to the inspection report author. The plan shall contain the specific corrective steps, a timetable for such steps, and a date by which correction will be achieved, and identify the staff responsible for oversight.

750.08

HOUSEKEEPING PRACTICES

- A. Each Superintendent shall develop written procedures governing housekeeping practices for every area of the institution, to include, at a minimum, the following:

1. Cleaning schedule;
 2. Specific assignments of duties;
 3. Instructions for cleaning;
 4. Instructions for the use and training of the Defender cleaning product (Attachment #1);
 5. Proper storage and disposal of waste, to include all types of solid waste (medical, automotive, garbage, trash, etc.), in accordance with regulatory authorities' requirements for permits and manifests; and
 6. Instructions for acquisition, utilization, and storage of cleaning supplies (in accordance with 103 DOC 730, *Fire Prevention and Safety*, 730.13, Flammable, Caustic, Toxic Materials) and equipment.
- B. Housekeeping practices for the incarcerated individual and civil commitment Visiting Rooms and Barbershops shall state that trash and hair clippings from these areas shall be disposed of at the end of the shift, outside of the institution, by a staff member.

750.09

CONTROL OF VERMIN AND PESTS

- A. Each Superintendent shall develop written procedures describing and directing the practices followed to control vermin and pests. An integrated pest management approach shall be taken.
- B. Extermination shall be undertaken in a manner which is not hazardous to the health of incarcerated individuals and civil commitments or employees and only by a person certified or licensed to apply pesticides.

750.10

HAIR CARE

- A. Each Superintendent shall develop written procedures to ensure that hair care services for incarcerated individual and civil commitments comply with the applicable health requirements found in 240 CMR 8.00, *Barber Regulations*.

In addition to specifying how the institution shall comply with 240 CMR 8.00, such procedures shall include the following:

1. Barbering services shall be provided by an individual skilled in haircutting;

2. A schedule for such services shall be developed and posted in prominent locations;
3. Identification of the area used for hair care services. Large institutions should designate a room for hair care services; small institutions may use a multipurpose room. The area used for hair care services must permit observations by staff; and
4. Tools and chemicals used are subject to the controls required by 103 DOC 511, *Institution Tool Control*, and 103 DOC 730, *Fire Prevention and Safety*.

750.11

PERSONAL HYGIENE

- A. New commitments and new admissions are provided with articles necessary for the maintenance of proper personal hygiene in accordance with 103 DOC 401, *Booking and Admission*, section 401.01.
- B. Each Superintendent shall develop procedures to ensure that, at a minimum, one (1) roll of toilet tissue and one (1) bar of soap is issued per week to incarcerated individuals and civil commitments, as needed or upon request. Procedures shall also include a mechanism for incarcerated individuals and civil commitments with special circumstances (e.g., medical issues, theft, etc.) to request additional toilet tissue or soap in the interim period before the next allotment.
- C. Hygiene articles are also available for purchase through the institutional canteen. Indigent incarcerated individuals and civil commitments may request hygiene articles, other than toilet tissue and bar soap, through a staff person designated by the Superintendent.
- D. Incarcerated individuals and civil commitments shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their buttocks, genitalia, and breasts of incarcerated individuals and civil commitments identifying as female, except in exigent circumstances or when such viewing is incidental to routine cell checks. All general population incarcerated individuals and civil commitments shall be permitted to shower at least five (5) times per week.
- E. Superintendents shall develop procedures to ensure incarcerated individuals and civil commitments identified as Gender Non-Conforming shall be given the opportunity to shower separately from other incarcerated individuals and civil commitments.

- F. Electric razors shall be the only razor allowed for personal grooming use by incarcerated individuals and civil commitments housed in all Department medium and maximum-security level institutions. Any other type of shaving razors is prohibited. For incarcerated individuals and civil commitments initially purchasing an electric razor, or in need or purchasing a replacement, frozen accounts or disciplinary sanctions resulting in loss of canteen shall be lifted temporarily to allow for the purchase of the electric razor.
- G. Retention of electric razors in specialty housing units in Department medium and maximum-security level institutions shall be at the discretion of the Superintendent and outlined in institution procedure. In-cell retention of electric razors shall be prohibited in Department Behavior Assessment Units (BAU). If an incarcerated individual or civil commitment is in a housing unit where razors are not permitted for safety and/or security reasons, pursuant to 103 CMR 403, *Inmate Property, Standard Operating Procedure*, Section II (m), the Superintendent shall develop procedures to ensure that an adequate number of electric razors are on hand to provide incarcerated individuals and civil commitments the ability to conduct personal grooming, to include razor(s) that are designated specifically for body hair and razor(s) that are designated specifically for facial hair. If the system developed does not utilize a Department owned electric razor assigned to an incarcerated individual or civil commitment for the duration of their stay in a such housing unit, the electric razor shall be collected and sanitized after each use in accordance with 240 CMR 8.00, *Barber Regulations*. Upon the return of these electric razors after use, an officer shall verify that all parts of the razor are intact and undamaged. Any instances of missing/damaged electric razors or parts may result in disciplinary action.
- H. Electric razors shall be made available for purchase in canteen and processed in accordance with Standard Operating Procedure to 103 CMR 403, *Inmate Property*. Institution procedures shall include a system for the purchase of replacement electric razor heads if necessary and applicable and include, but not limited to the following:
1. Incarcerated individuals and civil commitments ordering replacement razor heads must turn in a used razor head when picking up their canteen order. A replacement razor head **will not** be issued unless a used razor head is turned in to the canteen staff and it is documented on the canteen order form.
 2. The officer supervising canteen distribution will be responsible for monitoring the distribution and collection of all new and used replacement razor heads. The canteen officer will ensure the used

razor heads are placed in a red bio-hazard bag and disposed of appropriately.

- I. Written procedures shall be developed for the issuance of electric razors for indigent incarcerated individuals and civil commitments upon request. The procedures shall include, but not be limited to, the following:
 - 1. The request shall be forwarded to the institution treasurer for verification that the incarcerated individual or civil commitment is indigent.
 - 2. Procedures shall include systems for the issuance, return, and/or damage of loaner electric razors for indigent incarcerated individuals and civil commitments.
 - 3. Loaner razors returned to the property department shall be immediately sanitized in accordance with the applicable health requirements in accordance with 240 CMR 8.00, *Barber Regulations*.
- J. Superintendents shall develop procedures to ensure that staff, incarcerated individual, and civil commitment workers conducting cleaning of electric razors are trained in accordance with 240 CMR 8.00, *Barber Regulations*.

750.12

HEAT RELATED PREVENTATIVE MEASURES

- A. Each institution where air conditioning is not available, shall attempt to comply with recommended actions provided by DPH during a declared heat related emergency, to include, at a minimum, the following:
 - 1. Drinking water, including bottled water, if necessary, should always be accessible to maintain hydration.
 - 2. Ice should be made available as needed.
 - 3. Ensure proper utilization of existing mechanical or natural ventilation design/systems.
 - 4. Fans should be provided in areas to enhance existing ventilation.
 - 5. Incarcerated individuals and civil commitments should have increased opportunity to shower.
 - 6. Information should be provided for correctional officers about the signs, symptoms, and increased risk factors for heat related illness,

e.g., age, weight, hypertension, asthma, mental illness, medical conditions and medication use.

Instructions for the Use and Training of the Defender Cleaning Product

A. TRAINING

1. The following positions shall undergo training for the Defender cleaning process:
 - a. Director of Security
 - b. Operations Staff
 - c. Housing Unit Officers
 - d. Industrial Instructor IIs
 - e. Environmental Health and Safety Officers
2. The Superintendent shall identify any other staff that they deem necessary to be trained.
3. Ongoing trainings shall be provided by the EHSO via the approved lesson plan.

B. GENERAL FLOOR CLEANING PROCESS

This covers the equipment and cleaning solution you will use to perform general floor cleaning tasks.

***It should be noted that when using the Defender cleaning product that it must be wiped or moped to be effective. The defender should never just be sprayed onto a surface without also wiping the product.**

***It should be noted that the Defender Chemical is not approved for use in any food preparation area.**

1. Mops will be used for all floors. Premixed cleaning solution, (Defender) will be used to wet the mops you will be using.
 - a. You will be given three (3) mops by the officer, after presenting your ID. You will wet the mops using the premixed cleaning solution, (Defender). Defender will be used in the mopping bucket. The amount of solution placed in the bucket may vary depending on the security of the unit. Taking a mop from the mop bucket you will begin to mop the floor. As the mop begins to dry out, you will use a premixed bottle to add extra solution to the floor, and then you can continue to mop.
 - b. Never re-wet a mop in the bucket after it has been used.
 - c. Once you are finished using your mops, you will collect them into a laundry container.
 - d. Dirty mops will be taken to the laundry institution daily for cleaning.

2. **Dust/Dry Mopping – Key Points**

- a. At the start of any room cleaning, you first must absorb or remove any piles, puddles, or accumulation of any debris to include liquids, bodily fluids, and/or waste.
- b. The first step in dry/dust mopping is to take a clean mop and attach it to the mop frame.
- c. The best way to accomplish this is to place the mop on the floor then place the mop frame on top of the mop.
- d. The best way to dry/dust mop a floor, is to utilize a figure-eight pattern with the mop.
- e. This pattern assures you are bringing any accumulating dirt along with the path of the mop.
- f. The best way to mop a room, is to start at the far end of a room and work towards the doorway.
- g. Dry/dust mopping can usually be completed using one (1) mop. This is accomplished by mopping the incarcerated individual or civil commitment room first, and then ending in the doorway.
- h. Never use a dry/dust mop in the bathroom and then use the same mop someplace else.
- i. If you dry/dust mop in the bathroom, you will first need to change to a new mop before you start to mop any place else.
- j. If there is a large amount of dirt or debris in the room, it would be acceptable to use more than one (1) dry mop. Multiple mops may be needed to complete the task.
- k. Used mops should be collected in laundry containers and transported to the laundry institution daily.
- l. Never flush a mop down the toilet.

3. **Damp Mopping – Key Points**

- a. At the start of any room cleaning, you first must absorb or remove any piles, puddles, or accumulation of any debris to include liquids, bodily fluids, and/or waste.
- b. The first step in damp mopping is to take a clean mop and attach it to the mop frame. The best way to accomplish this is to place the mop on the floor then place the mop frame on top of the mop.
- c. The best way to damp mop a floor, is to utilize a figure-eight pattern with the mop. This pattern assures you are bringing any accumulating dirt along with the path of the mop.
- d. The best way to mop a room, is to start at the far end of a room and work towards the doorway.
- e. Damp mopping can usually be completed using one (1) mop. This is accomplished by mopping from the back of any room to the front of the room.
- f. Never use a damp mop in a common area bathroom and then use the same mop someplace else.

- g. If you damp mop in a common area bathroom, you will first need to change to a new mop before you start to mop any place else.
- h. In a large area it would be acceptable to use more than one (1) damp mop. Multiple mops may be needed to complete the task. As a mop starts to dry out, take out a new mop and continue mopping, or use a bottle to rewet the floor and then continue mopping.
- i. Never dip used mops into the mop bucket to rewet a mop.
- j. Used mops should be collected in laundry containers and transported to the laundry institution daily.
- k. Never flush a mop down the toilet.

C. **GENERAL CLEANING PROCESS**

This covers the equipment and cleaning solution you will use to perform general cleaning tasks.

- 1. Cleaning supplies will be stored in the janitor closet or provided to you by an officer.
- 2. Wipes will be used for all surfaces other than floors. The premixed cleaning solution (Defender), will be used to wet the wipes you will be using.
 - a. You will be given three (3) wipes by the officer, after presenting your ID. You will wet the wipes using the premixed cleaning solution (Defender), using a spray bottle or bucket you will perform your cleaning tasks.
 - b. Once you are finished using your wipe, you will throw them into the regular trash container.
 - c. Do not flush wipes down the toilet.